



Bayu Wicaksono



# Follow-Up Interview



Photo by [Damian Zaleski](#) on [Unsplash](#)

1. To express your high interest and gratitude.
2. To create friendly reminder about you.

1. Greeting and proper salutation
2. Mention the job title and interview's date you are following up
3. Express your interest to keep going with the process
4. Ask the update
5. Closing statement and 'Thank You'
6. Your signature

# Greeting and proper salutation

Dear Mr. Jonathan Stern,

Dear Ms. Jessica Bradford,

Note: You are expected to know the contact's name because you have met them.

*I hope this email finds you well. I would like to follow up about the [job title] role.*

**OR**

*I hope you are having a great day. I was interviewed for the [job title] position on [interview date], and you stated that your team/hiring manager would decide this week.*

*After talking with you, meeting the team, and getting a better understanding of what is involved in the position, I am even more confident that there can be no better match.*

**OR**

*I am very excited about the opportunity to join [company's name] and am particularly interested in the details you shared about [something you are interested in about the job].*

**OR**

*I really enjoyed meeting you [yesterday/last week/the day you met him/her], and I'm very interested in the opportunity.*



*I would like to inquire about the progress of your hiring decision and the status of my job application.*

**OR**

*Do you have any updates to share regarding the [job title] position? Please let me know whenever you have time if I am still in the running for the role.*

**OR**

*Please let me know what next steps are needed from me, or what other information I can provide you during this process.*

*Thanks for your time and consideration, and I look forward to hear back from you soon.*

**OR**

*I look forward to hopefully working together in the future.*

**OR**

*I look forward to hearing from you.*



Sample of sign-offs → Best regards,

**OR**

Kind regards,

**OR**

Sincerely,

Sample of sign-offs → Your full name

For example:

Kind regards,

Samantha Clarke