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**Sample emails to help you follow up after your interviews.**

**4. Post-interview**

**An example of a short email to thank the interviewer for their time.** To be sent immediately after your interview.

**To:** Andy Smith <andy.smith@example.com>  
**Subject:** Josh Doody interview—Thanks for your time!

Hi Andy

I just wanted to say thanks for your time today. It was great to learn more about ACME Corp, and about the Associate Accountant role in particular. ACME Corp sounds like a great company to work for!

Feel free to email or call anytime if you have any follow-up questions.

Thanks again for your time and have a great day!

Josh Doody  
josh@example.com  
555-555-1234

**An example of a short email to thank the recruiter for scheduling the interview.** To be sent immediately after the interview. If you don’t have the interviewer’s email address, you can also ask the recruiter to thank the interviewer on your behalf.

**To:** Shawn Jones <shawn.jones@example.com>  
**Subject:** Josh Doody interview—Thanks for your time!

Hi Shawn

Thanks so much for arranging my interview with Andy today. It was great to learn more about ACME Corp, and about the Associate Accountant role in particular. ACME Corp sounds like a great company to work for!

If you talk with him, please thank Andy for me and let him know I appreciated his time today.

If you need anything else from me, please let me know. Otherwise, I look forward to the next steps in our process!

All the best

Josh Doody  
josh@example.com  
555-555-1234

**An example of a short email to touch base with the recruiter if you have not heard back after your interview(s).** Wait about a week to send this, and don’t send it anymore than once a week. If you don’t hear back after two or three weeks, they’ve probably decided not to move forward with you.

**To:** Shawn Jones <shawn.jones@example.com>  
**Subject:** Josh Doody interview—Follow-up and next steps

Hi Shawn

It’s been about a week since I talked with Andy, so I wanted to follow up to see if you need anything else from me. I’m also curious if you can give me a sense of our next steps in the process.

Thanks for your time and I hope all is well!

Josh Doody  
josh@example.com  
555-555-1234