**After the interview with Recruiter, HR, or CEO**

Dear [[Contact Name]],

I appreciate having the opportunity to speak with you today about the [[job title]] position at [[company name]]. After our conversation, I’m very excited about this opportunity. I believe my skills and interests are a perfect match for this role.

I am particularly interested in [[aspect of job or hiring organization.]]

I appreciate the time you took to interview me today, and I look forward to having the opportunity to meet you in person.

If you need any additional information from me, please feel free to contact me at any time.

Again, thank you for your time and consideration.

Sincerely,

[[Your Name]]  
[[Your LinkedIn URL]]

**After receiving email from Recruiter --- Interesting!**

Dear Rina,

Thank you for reaching out about this opportunity—it sounds like a great job and aligns with where I’d like to take my career. I’m eager to learn more.

As you may have seen on my resume, I am senior software engineer with rich experience in front end development using HTML, CSS, JS, React, etc.

Also, I have strong analytical skills, problem solving skills, excellent communication and interpersonal skills.

Could we schedule some time to discuss this opportunity in more detail? I’d welcome the chance to learn more about the role and share how my skills and experiences would benefit your company.

I’m available to talk by phone, Zoom meeting, MS meeting, or Google meeting on May 16, 17 and 18 between 2 and 6 p.m. I look forward to speaking with you.

Regards,

James

1. Follow-up email after a short interview

A short follow-up version may be most appropriate as a thank-you email after a phone interview. In the short version, you’ll want to be concise:

Subject line: Thank you for your time

Dear Ms. Owekwe,

Thank you for taking the time to speak with me about the marketing coordinator role. It was great to meet with you and learn more about the position.

I’m very excited about the opportunity to join Horizon Marketing and am particularly interested in the details you shared about the upcoming launch of the brand campaign. I’m enthusiastic about the prospect of taking on some of the project management and bringing my experience in successfully coordinating cross-functional initiatives to the table.

After our conversation, I’m confident that my background in marketing and my interest in brand growth will enable me to fill the job requirements effectively and support the vision of Horizon. Please feel free to contact me if I can provide you with any further information or samples of my work. I look forward to hearing from you.

Thanks again, Jerry Mendelson 555-555-5555 jerrym@email.com

Dear Diana,

Thank you for taking the time to speak with me about this role. It was great to meet with you and learn more about the position.

I’m very excited about the opportunity to join Blue Cross and am particularly interested in the details you shared about programming, and implementation of application. I’m enthusiastic about the prospect of taking on some of the project management and bringing my experience in successfully.

I look forward to hearing from you.

Thanks again, James Chang.

2. Follow-up email after a long interview

In the long version, you have more opportunities to explain your skills in detail (although you’ll notice this long version is still relatively short). This is appropriate after an in-person interview or other meaningful interactions during the hiring process.

Subject line: Thank you for your time

Dear Mr. Jefferson,

Thank you very much for your time yesterday—it was a pleasure speaking with you about the account executive role. From our conversation, it’s clear that ABC Inc. has the energetic and hardworking environment I’m seeking.

I especially enjoyed discussing your need for someone who can create value and insight during client conversations. It’s an interesting challenge, and I’ve continued reflecting on it since our meeting.

Over the last few years, I’ve encountered many of the same roadblocks we discussed: tightening client budgets and lengthy decision-making processes. Prioritizing the quality of the conversation over simple information delivery has been one of my most successful tactics in overcoming those roadblocks and one reason I’ve routinely exceeded my quotas.

In my relationships with clients, I focus on building trust and boosting credibility, and I’m excited about the prospect of bringing that skill set to ABC Inc. If you need any further information, please feel free to contact me by email or phone.

Thanks again, Jaime Peterson 555-555-5555 [jpeterson@email.com](mailto:jpeterson@email.com)

3. Second-follow-up email after no response

If you haven’t heard back from a potential employer after your interview or after your post-interview follow-up email, you can send a “checking in” email, ideally to the recruiter. You should send this email if you haven’t heard back after two weeks since your interview.

Keep your email concise, and indicate you’re looking for more information without being overeager:

Include the job title you interviewed for in the [subject line](https://www.indeed.com/career-advice/career-development/follow-up-emails-subject-line).

Send this email to the recruiter. They’re the most likely to be up-to-date on what’s going on in the hiring process.

Keep your follow-up email to one paragraph, indicating you’re still interested in the job and are looking for an update.

Offer to provide additional information if they need it.

Sign off with a thank you.

Subject line: Checking in RE: marketing coordinator role

Dear Yesenia,

I hope you’re well! I’m checking in on the marketing coordinator role. It was great to meet with the team earlier and I’m looking forward to your update. Please let me know if there’s anything else I can provide to assist in the decision-making process.

Thank you, Rachel Cole 555-555-5555 rcole@email.com

4. Third follow-up email to stay in touch

If you still haven’t heard back after checking in or you’ve learned you didn’t get the job, you can still venture to stay in touch with the hiring manager. The goal of this follow-up email is to establish a professional relationship with a person who can help you grow.

Just like your checking-in email, this follow-up is short:

Send this email to the hiring manager. This person is probably at a senior level and could be a potential mentor if you’re looking to grow in this field.

Mention in your first paragraph what about the company you found interesting or inspirational.

Limit your email to two paragraphs at most and include a proposed timeframe for a future phone call or coffee meeting.

Subject line: Staying in touch

Dear Robert,

Hope you’re well. I’m reaching out to say thank you again for your time and consideration. I sincerely enjoyed my conversations with you and others at ABC Inc. In particular, I found the details you shared of your own career path very inspirational. As someone who’s aspiring to build my career in manufacturing, I’d love to learn more about how you’ve developed and applied your skills.

I know you’re busy, but if you have 20 minutes to spare, it would be great to get on your calendar. Are you available for a phone or coffee chat sometime in the next few weeks?

Thanks again, Henry Ramirez 555-555-5555 ramirezh@email.com

https://arc.dev/developer-blog/thank-you-email-after-interview/

Thank the recruiter who reached out to you

Dear [Recruiter's Name],

It was a pleasure speaking with you today, and I really appreciate you answering the various questions I had about the [Open Position's Job Title] role. I'm really looking forward to that upcoming interview you helped set up!

Now that you know about my experience with [Java, PHP, Android development, etc.], I'd be honored if you kept my name in mind for near-future opportunities similar to the one you just set me up with, just in case that one falls through.

Thanks again for everything, [Name of Recruiter], and I look forward to hearing back from you soon. Have a great evening!

Sincerely,

[Your Name]

Dear [Name of Recruiter],

Thank you for taking the time to interview me today! It was great to hear about [Company’s] goals for streamlining your software and emphasizing on quality UX design, and how you see the engineering department playing a role in these initiatives.

[Company] seems like a wonderful place to work—and not just because you mentioned some great summer outings! I really admire the mission that drives your business and look forward to the opportunity to lead the team of developers.

Please let me know if there’s anything else you need from me to move the process forward. Enjoy your evening!

Sincerely,

[Your Name]

Follow up email after phone interview

Thank you for talking with me earlier today. It was a pleasure to hear about Google’s developer team and to learn more about how the position would work. The system you’ve built to help your developers collaborate remotely sounds like an ideal work environment.

The senior developer role sounds rewarding, especially given some of the growth priorities on the roadmap for 2023. My experience as a senior developer at Airbnb, as well as my engineering management experience, make me a good candidate for this position, I do believe.

I look forward to hearing from you about our potential next steps. If there is any additional information you need, please feel free to contact me at [email]. Thanks once again, and I hope you have a wonderful afternoon.

Thank you email after a coding challenge

Thank you for administering the coding challenge today; it was a pleasure to experience the type of work required by the [role] at [company]. The work seems like exactly the type of job I’m looking for, and I believe my experience with [Java programming, SQL, AWS, machine learning, etc.] would help me thrive in this position.

If there are any additional questions I can answer, please let me know. Thanks again for meeting with me to speak about this exciting opportunity.

Final stage interview thank you email

I just wanted to reach out and thank you for setting up that group interview yesterday where I got to meet the team. It was very engaging and enlightening, and I was happily surprised to learn even more about the company and its culture. Everyone I spoke to was kind, pleasant, and I could just feel the enthusiasm they had for their roles.

After my previous chat with the Head of Engineering, I'm even more thrilled about the available software developer position and ready to discuss the details with you. If you could let me know if you have any further questions to ask me and/or what next steps I should expect to take, I'd be very grateful.

I look forward to your reply, and, until then, I hope you have a wonderful week ahead!

Sample thank you email after Zoom interview:

Hi [Name],

Thank you for meeting with me this afternoon for my Zoom interview!

I enjoyed hearing about [Company’s] long-term goals and how this manager position would contribute to those goals. [Company] seems like an interesting place to work with the many exciting projects ongoing.

I feel my [specific experience] would be a great addition to your team. Several of the projects I have worked on using [specific skill] should help close the skills gaps you mentioned. [Details about one project]

I’m excited by the prospect of working together. If you have any further questions or need anything else to move the process forward, please let me know.

Sincerely,

[Your Name]

Example post-interview thank you email:

Dear [Name of Hiring Manager],

Thank you for taking the time to meet and discuss the senior developer position with [Company]. I appreciated the opportunity to learn more about the organization and the role.

Our conversation left me excited about the possibility of joining your team. I was especially interested in [specific project]. As we discussed, in my current role, I oversaw a project with a similar objective that was ultimately successful, coming in on time and under budget. I believe my [specific skill] could streamline the process and help [Company] achieve similar results.

If you need any additional information, please feel free to contact me at any time. I’m looking forward to hearing about any next steps next Wednesday, as discussed.

Best Regards,

[Your Name]