



FOLLOW UP EMAIL TEMPLATE & EXAMPLE

Template*

Dear <Interviewer>:

Use the first paragraph to thank the interviewer for taking the time to meet with you. Mention your interest in the job and how enthusiastic you are about it. You might also mention something small about your interaction to jog the employer's memory about you (for example, if you found out you are from the same hometown, or that you root for the same sports team).

The second paragraph (optional) can be used to mention anything that you didn't bring up at the interview that you'd like the employer to know. You can also elaborate on a point you felt needed more time. This gives you another chance to make a good impression, especially if you remembered something you should have said after the interview. If you feel that the interview did not go well, you can also use this as a space to (briefly) explain why you were off your game, or to re-answer any questions you struggled with in the interview.

In your closing paragraph, reiterate your appreciation for being considered for the job and let the interviewer know you are looking forward to hearing from him or her soon.

Sincerely,

<Your Name>

Example

Dear Yvonne,

Thank you for taking the time to speak with me about the internship position at <StartUp.io>. The opportunity to work on project that is changing the world, along with working on such a knowledgeable team, would provide a wonderful experience for someone with my interests and goals.

Here's a link to that project we were discussing <link>.

Thank you for considering me for this opportunity. I look forward to your response.

Sincerely,

Asad