

Follow Up: Thank You Note and More

1. First Follow Up: Thank You Note

You just walked out of a job interview! but, the interview isn't done yet. In fact, most hiring managers pay very close attention to how well (and how quickly) you write a thank you note.

Key Tips on Writing a Thank You Note

- Send one (either a thank you email or an actual thank you card)
- Send it within 24 hours
- Make an impact. Personalize your message!
- It should be typo-free

Thank You Note Samples

- **When you feel that your interview went well**

Hi [Interviewer Name],

Thank you so much for meeting with me today. It was such a pleasure to learn more about the team and position, and I'm very excited about the opportunity to join [company name] and help [any key duties you would be doing] with your team.

I look forward to hearing from you about the next steps in the hiring process, and please do not hesitate to contact me if I can provide additional information.

*Best regards,
[Your Name]*

- **When you feel that your interview needs some recovery**

Dear [Name],

Thanks so much for your time today. I appreciated your hospitality and enjoyed meeting you and the members of your staff.

We spoke today about [the topic(s) you could not answer well] I got to thinking more about it and what I could bring to the table. In my current role, I've successfully [insert something you've done related to the topic] and feel that this may be very useful as you work to accelerate the growth of this business.

I'd be very glad to discuss this further with you or answer any additional questions you may have as you firm up your next steps in the process.

*Best,
[Your Name]*

2. Stage 2 Follow Up(s)

Why do a follow up(s) again?

- **To get an update on hiring procedure and get a peace of mind:** When you don't hear back after your job interview, it's easy to start overanalyzing what this means. Follow up can help you be updated on the hiring procedure and stop making negative assumptions
- **To reaffirm your keen interest and set you apart:** Follow-up proves that you are very interested. It is also something not every candidate does—so it can set you apart and showcase your initiative.
- **To move the process forward or get a closure:** In case you get another job offer, but you're still waiting to hear from your first-choice employer, follow up can help push the process forward. Or it can give you a closure and help you focus on the opportunity at hand.
- **To improve yourself:** Asking for your interviewer(s)' feedback will help you find out what you could do differently in future interviews, or what skills and experiences you could look to add to your resume moving forward.

Scenario 1: When you did not hear back after the interview

Dear [Interviewer's Name],

I hope all is well. I just wanted to check in and see if there's an update on the timeline or status for the job title position I interviewed for on the date of interview. I'm still very interested and look forward to hearing back from you.

Best,
[Your Name]

Scenario 2: When you got a job offer from another company

Dear [Interviewer's Name],

I hope all is well. I wanted to check in on the status of the job title position, as I've received an offer from another company. I'm still very much interested in joining the team at company name and wanted to get an update on my candidacy and the timeline before making a decision. I look forward to hearing back from you soon.

Thanks!
[Your Name]

Scenario 3: When you heard that you were not chosen

Dear [Interviewer's Name],

I appreciated being considered for the Research Associate position with your company. While I am disappointed at not being selected, I learned a great deal about your company and projects, and I enjoyed meeting with you and your staff.

Since I have a strong interest in your company, I would like to be considered for any suitable positions that may arise in the future. I intend to follow your suggestion to _____ in order to more closely match your needs. I look forward to hearing from you should you have an appropriate opening that fits my background and abilities.

*Sincerely,
[Your Name]*