

The email should be addressed to a specific person who was part of the interview.

SAMPLE FOLLOW-UP EMAIL

Here, the hopeful job candidate is thanking the interviewer for the interview.

Ms. Lopez,

Thank you for taking the time to sit down and speak with me yesterday. It was great getting to know more about you, the company, and the media specialist role. This position is one that I am passionate about and have the necessary experience to support. The company and your team seem to closely align with my own values, which would allow me to fit into the culture and build strong working relationships.

This is where the writer shows his interest in this job and explains why he is interested.

In this paragraph, he discusses a specific point made during the interview and adds a bit of additional detail about his experience to show why he is an excellent candidate for this specific job.

In our meeting yesterday, I did not mention a summer internship where I received both expert training and experience in media marketing. This experience relates to some of the same issues your company is currently facing. The company where I interned faced similar issues including negative press, which created some marketing communication struggles. As an intern, I was part of the team that assessed the needs of repair and the various strategies and approaches we could take to improve our public relations. Together, we created a media communications plan and were able to improve our company image. Having this experience would allow me to immediately contribute to your team and organization in a positive way.

Your follow-up e-mail is a great place to discuss anything you forgot to mention in your job interview.

Ms. Lopez, I hope to have the opportunity to work with you and your team on this project and future projects. Your leadership would be of great value to me as I continue to sharpen my expertise as a media specialist.

In this paragraph, the candidate personalizes this follow-up email to Ms. Lopez by speaking about her team and her leadership.

Here, he asks for an expected timeline of the hiring process.

Do you have a timeline for hiring for this position or know when I might expect to hear back from you? Please let me know if there is any additional information you need from me or if you have additional questions regarding my experience or qualification. I look forward to a hearing from you.

Sincerely,

Joshua A. Golin

You should include a professional and friendly closing to your follow-up email. Lastly, be sure to sign your email with your full name.