

Post-Interview Follow-Up

A guide to crafting and sending a strategic follow-up message after an interview. This playbook aims to enhance the interviewer's recollection of the candidate, demonstrate continued interest in the position, and keep the candidate's application top-of-mind.

Step 1: **Timeliness**

Send your follow-up within 24 to 48 hours after the interview. Promptness shows eagerness and respect for the interviewer's time.

Step 2: **Subject Line**

Choose a clear and professional subject line for the email. It could be as simple as 'Thank you for the opportunity' or 'Follow-up Regarding [Position Name] Interview'.

Step 3: **Personalization**

Start the email with a personalized greeting, addressing the interviewer by name. Avoid generic salutations like 'To whom it may concern'.

Step 4: **Appreciation**

Express gratitude for the interviewer's time and the opportunity to learn more about the company and the position.

Step 5: **Recap & Enthusiasm**

Briefly recount a highlight or meaningful moment from the interview that shows your enthusiasm and fit for the role.

Step 6: **Value Proposition**

Reiterate how your skills and experiences make you a strong candidate for the position. Mention specific ways you can contribute to the team or the organization.

Step 7: **Closure**

End the note on a positive note, reiterating your interest in the position, and include a polite sign-off with your full name.

Step 8: **Review**

Proofread your email for any typos, spelling errors, or grammatical mistakes to ensure professionalism.

Step 9: **Follow-Up**

If you have not heard back after a week or two, it is appropriate to send a polite inquiry email to ask about the status of your application.

General Notes

Email Tone

Keep the tone of your email professional yet courteous; avoid overly casual language or emojis.

Attachments

Do not attach any files to the follow-up email unless specifically requested, as this could be seen as presumptuous or a security concern.

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