

Follow-up Email Template

Hi there, Tennis-Approacher :)

As presented in the article, sending a follow-up email can show your interest in the position and make you even more memorable than other candidates.

I recommend sending the follow-up email in the morning after the interview unless your interviewer asked you to submit additional materials (in which case, you'll send those materials with the follow-up email right after the meeting).

Let's have a look at what you will send!

SUBJECT LINE:

Thank you for yesterday!

CONTENT:

Hello [Name of the person you've met],

How are you doing today?

I wanted to thank you for taking the time yesterday to meet me!

It was great to meet you in person and learn more about the [Insert here the title of the position].

[Here, write something that you talked about with the interviewer to make it more personal, for example: I was happy to learn about...].

After our conversation, I feel very confident that I'm the right person to fill the job requirements effectively and support the vision of [Insert the company name here].

Please feel free to contact me if I can provide you with any further information!

I really look forward to hearing from you!

I wish you an amazing day!

[Your name]