



FOLLOW UP

- ✓ Name specific position of interest or purpose of interaction
- ✓ Request information about next steps
- ✓ Thank them for their time

WHEN TO USE: When you would like to follow up about the status of an application or follow up after not hearing back after an interview.

EXAMPLES

Follow-Up to an Application

Dear **(Name)**,

I am writing to follow-up about the submission of my application. I want to let you know I am still very interested in being seriously considered for a career opportunity with **Company X**. I believe that the **(position)** with **Company X** aligns well with my skills and career goals.

Please let me know if there is any additional information or documentation you may require. In addition to e-mail, you can reach me at **(phone)**.

Sincerely,

Your name

Follow-Up to an Interview

Dear **(Name)**,

Thank you for the opportunity to interview with you for **(position)** with **Company X**. I am looking forward to receiving an update about the selection process and am interested in hearing back about any next steps.

Please let me know if there is anything else I can provide to assist in the decision-making process. In addition to e-mail, you can reach me at **(phone)**.

Sincerely,

Your name