

# MUST-HAVE EMAIL TEMPLATES

FOR AFTER YOUR JOB INTERVIEWS



A 20+ PAGE WORKBOOK GUIDING  
YOU THROUGH 4 UNIQUE POST-INTERVIEW  
EMAIL FOLLOW-UPS



## Inside this resource, we will cover 4 different types of follow-up emails:

- 1) Email to send 24 hours after your first interview
- 2) Email to send 24 hours after your second interview
- 3) Email to send if 5+ business days have passed without an update
- 4) Email to send if the recruiter/hiring manager has gone ghost mode

### Each section includes:

**The Method:** Line-by-line breakdown of the email

**The Script:** Complete written example including subject lines

**The Template:** Guided 'fill in the blanks' style email template

**The Draft:** Space to get creative with your own draft

A well-timed email to a recruiter or hiring manager can make a significant impact on your candidacy. Timely and thoughtful communication leaves a good impression and creates more opportunities for you to shine as a top-choice candidate.

By sending these follow-up emails, you can greatly improve your chance of being invited for another interview, getting you closer to a job offer.

Let's get started!

S E C T I O N

01

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AFTER THE FIRST  
INTERVIEW

the method

# After the First Interview

*Send this email 24 hours after your first interview*

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## **Paragraph 1:**

- Express your appreciation for the interviewer's time.
- Mention the title of the opportunity that you interviewed for.
- Show your continued interest in the company and the opportunity.

## **Paragraph 2:**

- Highlight a specific conversation point to show continued enthusiasm.
- Spotlight an important factor that makes you a unique candidate.
- Support your statements with an example from your work history.

## **Paragraph 3:**

- Offer to keep an open conversation through a solid call to action.
- Politely communicate your expectation to receive a response.

## **Sign off:**

- Sign off with a polite and professional tone.
- Include your full name, phone number, and email address.

the script

# After the First Interview

*Send this email 24 hours after your first interview*

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## **Casual Subject Line:**

Thank you for your time today, Ima!

## **Formal Subject Line:**

Re: Jo Jobseeker, Marketing Manager interview, 11/11/2023

## **Message:**

Hello Ima Interviewer,

It was a pleasure meeting with you today. Thank you for taking the time to discuss the Marketing Manager opportunity at ABC Company. After our conversation, I felt even more enthusiastic about the role and am excited to learn more as the interview process continues.

Your knowledge of the Marketing Manager position and insight into the team dynamics were incredibly helpful. When you said that the marketing team is looking for a leader who encourages independent thinking, it further confirmed to me that this could be an excellent two-way match. In my current role, I actively encourage my team to explore new paths and methods to generate unique and creative ideas.

Please contact me anytime if you require additional information about my background or if you have further questions. Eagerly awaiting word regarding the next stage of your hiring process.

Very best,

Jo Jobseeker  
555-555-5555  
jojobseeker@email.com



# the template

# After the First Interview



*Send this email 24 hours after your first interview*

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## **Casual Subject Line:**

Thank you for your time today, [name of interviewer]

## **Formal Subject Line:**

Re: [your name], [job title] interview, [interview date]

## **Message:**

Hello [interviewer's name],

It was a pleasure meeting with you [timeframe], regarding the [job title] opportunity at [company name]. Thank you for taking the time to discuss the role with me. After our conversation, I felt even more [positive emotion] about the position and am excited to learn more as the interview process continues.

Your knowledge of the [job title] position and insight into the [team/department] were incredibly helpful. When you mentioned that [insert relevant point], it further confirmed to me that this could be an excellent two-way match. In my current role at [current company], I actively [relevant action taken] to generate unique and creative ideas.

Please feel free to contact me anytime if you require additional information about my background or if you have further questions. I look forward to hearing about the next stage of your hiring process.

Very best,

[your name]

[your phone]

[your email]



S E C T I O N

02

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AFTER THE SECOND  
INTERVIEW



# After the Second Interview

*Send this email 24 hours after your second interview*

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## **Paragraph 1:**

- Express your appreciation for the interviewer's time.
- Mention the title of the opportunity that you interviewed for.
- Show your continued interest in the company and the opportunity.

## **Paragraph 2:**

- Highlight a significant pain point you will be expected to solve if hired.
- Detail how you plan to solve this particular problem.
- Support your statements with an example from your work history.

## **Paragraph 3:**

- Offer to keep an open conversation through a strong call to action.
- Politely communicate your expectation to receive a response.

## **Sign off:**

- Sign off with a polite and professional tone.
- Include your full name, phone number, and email address.

the script

# After the Second Interview

*Send this email 24 hours after your second interview*

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## **Casual Subject Line:**

Great speaking with you again, Ima

## **Formal Subject Line:**

Re: Jo Jobseeker, Marketing Manager interview, 11/15/2023

Optional: Reply to an existing email thread between you and the interviewer

## **Message:**

Hello Ima Interviewer,

Thank you very much for the continued opportunity to discuss my potential fit as Marketing Manager at ABC Company. As we continue our conversations, it becomes more evident that this is a well-aligned match.

I appreciate that you shared with me that the successful Marketing Manager must be able to drive the new product's go-to-market strategy with confidence while continuing to shape the product category. While working at XYZ Company as the Product Marketing Manager, I successfully developed a strategic GTM strategy for two new product launches. I enthusiastically led my team as we captured market growth, proudly enabling the company to exceed revenue goals by nearly 200% in 2022.

If you require any further information, including references from previous leaders, please reach out to me by phone or email. I'm excited about the prospect of joining ABC Company as your next Marketing Manager.

Sincerely,

Jo Jobseeker

555-555-5555

jojobseeker@email.com

the template

# After the Second Interview

*Send this email 24 hours after your second interview*

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## **Casual Subject Line:**

Great speaking with you again, [name of interviewer]

## **Formal Subject Line:**

Re: [your name], [job title] interview, [interview date]

## **Message:**

Hello [interviewer's name],

Thank you for the continued opportunity to discuss my potential fit for the position of [job title] at [company name]. As we continue our conversations, it becomes more evident that this is a well-aligned match.

I appreciate that you shared with me that the successful [job title] must be able to [insert relevant responsibility]. While working at [previous company] as the [previous job title], I successfully [insert relevant achievement or action taken]. I enthusiastically led my team as we [insert successful outcome achieved].

If you require any further information, including references from previous leaders, please reach out to me by phone or email. I am excited about the prospect of joining [company name] as your next [job title].

Sincerely,

[your name]

[your phone]

[your email]



S E C T I O N

# 03

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AFTER 5+ BUSINESS  
DAYS HAVE PASSED

the method

# After 5+ Days Have Passed

*Send this email if you haven't heard from the interviewer in a few days*

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## **Paragraph 1:**

- Express your appreciation for the interviewer's time.
- Mention the title of the role that you interviewed for.
- Show your continued interest in the company and the opportunity.

## **Paragraph 2:**

- Ask one simple and direct question.

## **Sign off:**

- Sign off politely while communicating your expectation to receive a response.
- Include your full name, phone number, and email address.

*the script*

# After 5+ Days Have Passed

*Send this email if you haven't heard from the interviewer in a few days*

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## **Casual Subject Line:**

Following up re: Marketing Manager opportunity

## **Formal Subject Line:**

Re: Jo Jobseeker, Marketing Manager candidate

Optional: Reply to an existing email thread between you and the interviewer

## **Message:**

Hello Ima Interviewer,

It was a pleasure speaking with you on [date of your last interaction]. Through the interview process, I learned a lot about the Marketing Manager position and ABC Company as a whole. The more I discover, the more my interest in this opportunity grows.

Is there anything else I can provide to help in the decision-making process?

Thank you in advance for your time and consideration.

Best Regards,

Jo Jobseeker

555-555-5555

jojobseeker@email.com



# the template

## After 5+ Days Have Passed



*Send this email if you haven't heard from the interviewer in a few days*

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### **Casual Subject Line:**

Following up re: [job title] opportunity

### **Formal Subject Line:**

Re: [your name], [job title] candidate

### **Message:**

Hello [interviewer's name],

It was a pleasure speaking with you on [date of your last interaction]. Through the interview process, I learned a lot about the [job title] position and [company name] as a whole. The more I discover, the more my interest in this opportunity grows.

Is there anything else I can provide to help in the decision-making process? I am happy to answer any additional questions you may have or provide more information about my qualifications and experience.

Thank you in advance for your time and consideration.

Best regards,

[your name]  
[your phone]  
[your email]

*the draft*

# After 5+ Days Have Passed

*Send this email if you haven't heard from the interviewer in a few days*



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S E C T I O N

04

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NO REPLY FROM  
THE INTERVIEWER

# No Reply from the Interviewer

*Send this email if you believe you may have been ghosted by the hiring company*

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## Paragraph 1:

- Express your appreciation for the interviewer's time.
- Mention the title of the opportunity that you interviewed for.
- Compliment the interviewer and the interview process.

## Paragraph 2:

- With a warm tone, invite the interviewer to reach out in the future.

## Sign off:

- Sign off politely with a thankful tone.
- Include your full name, phone number, and email address.

the script



# No Reply from the Interviewer

*Send this email if you believe you may have been ghosted by the hiring company*

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## **Casual Subject Line:**

Let's keep in touch, Ima

## **Formal Subject Line:**

In appreciation of your time, Ima

Optional: Reply to an existing email thread between you and the interviewer

## **Message:**

Hello Ima Interviewer,

A quick note to express my gratitude for the time you spent engaging with me in your search for a Marketing Manager. Our conversations provided me with helpful insight, and I found your interview questions engaging.

Please keep me in mind as you continue to build your teams and as new opportunities arise within ABC Company. I would love to keep in touch.

In appreciation,

Jo Jobseeker

555-555-5555

jojobseeker@email.com

the template



# No Reply from the Interviewer

*Send this email if you believe you may have been ghosted by the hiring company*

---

## **Casual Subject Line:**

Let's keep in touch, [name of interviewer]

## **Formal Subject Line:**

In appreciation of your time, [name of interviewer]

## **Message:**

Hello [interviewer's name],

A quick note to express my gratitude for the time you spent engaging with me during the search for a [job title] at [company name]. Our conversations provided me with helpful insight, and I found your interview questions engaging.

Please keep me in mind as you continue to build your teams and as new opportunities arise within [company name]. I would love to keep in touch.

In appreciation,

[your name]

[your phone]

[your email]





# *extra* Communication Tips

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-01-

## **TIMING**

Send your email follow-up within  
24 hours of each interview.

-02-

## **CONNECT**

If you haven't yet, send the interviewer  
an invitation to connect on LinkedIn.

-03-

## **PERSONALIZE**

Take the time to write a personalized email  
to every person who interviewed you.

-04-

## **PROOFREAD**

Ask someone to proofread your email  
or use a tool like Grammarly.

-05-

## **STORYTELL**

Include important information you did not  
have a chance to describe in your interview.  
For instance, an award or accomplishment  
relevant to the new role.

# EMAIL *tracker*

COMPANY | INTERVIEWER | JOB TITLE | DATE

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NEED TO SEND       REPLY RECEIVED  
 EMAIL SENT       NOT SENDING

# Hi! I'm Rachelle

*(pronounced like the French version of Rachel)*

I am a human-first talent strategist and recruitment marketer here to advocate for people who want to make courageous moves in the workplace.

For over a decade, I've helped job seekers and employers navigate challenging work landscapes.

My passion is guiding talented people to pursue their most significant professional goals.



## INTERESTED IN MORE RESOURCES?

Visit [racheleenns.com](https://racheleenns.com) and register to receive upcoming guides, workbooks, checklists, and challenges to encourage and support you in your career.

