

## **Lesson #19**

### **“Follow-up Etiquette”**

Following up after an interview is an important part of the job-seeking process. It allows you to express appreciation, reiterate your interest, and stay on the interviewer's radar. Here's a guide to follow-up etiquette:

#### **1. Timing:**

- Send a thank-you email within 24 hours of the interview. This shows promptness and enthusiasm.

#### **2. Email Format:**

- Use a professional and concise email format. Address the interviewer by name and ensure proper grammar and spelling.

#### **3. Express Gratitude:**

- Begin your email by expressing gratitude for the opportunity to interview for the position.

#### **4. Recap Key Points:**

- Summarize the key points discussed during the interview, such as your qualifications and how they align with the role.

#### **5. Reiterate Interest:**

- Clearly state your continued interest in the position and the company. Mention something specific from the interview that makes you excited about the opportunity.

#### **6. Address Unanswered Questions:**

- If there were questions or topics you didn't get a chance to address during the interview, use the thank-you email to briefly cover them.

#### **7. Keep it Concise:**

- Keep the email concise and to the point. Avoid rehashing the entire interview.

#### **8. Highlight Fit:**

- Emphasize how you are a good fit for the role and how your skills and experience align with the company's needs.

#### **9. Offer to Provide Additional Information:**

- Mention that you are available to provide any additional information or references if needed.

- 10. Customization:** - Customize each thank-you email for the specific interviewer or panel of interviewers. Personalize the message to reflect your unique interaction with each person.
- 11. Follow-Up Timeline:** - If the interviewer mentioned a timeline for decision-making, reference it in your email. For instance, "As discussed, I understand that you will be making a decision by the end of the week."
- 12. Professional Tone:** - Maintain a professional and courteous tone throughout the email. Avoid sounding too casual.
- 13. Signature:** - Conclude the email with a professional closing and your full name. Include your contact information in the signature.
- 14. Subject Line:** - Use a subject line that clearly indicates the purpose of the email. For example, "Thank You for the Interview."
- 15. Follow-Up in a Timely Manner:** - If you haven't received a response within the expected timeframe, it's acceptable to send a polite follow-up email to inquire about the status of the hiring process.
- 16. Be Patient:** - Give the company time to make a decision. Avoid excessive follow-ups or appearing impatient.
- 17. Respect Company Communication Preferences:** - Some companies may prefer communication through a different channel, such as postal mail. Respect their preferred method if it's communicated to you.
- 18. Maintain Professionalism:** - Regardless of the outcome, maintain professionalism in all follow-up communications. Even if you don't get the job, you may cross paths with the company or interviewer in the future.
- 19. Express Enthusiasm for Future Opportunities:** - Even if you don't get the job, express your enthusiasm for potential future opportunities with the company.

Remember that a well-crafted and timely follow-up email can leave a positive impression and reinforce your interest in the position. It's a professional courtesy that can set you apart from other candidates.