

Follow-Up Email Templates

Below are my actual interview follow-up emails that I share with my clients.

Because, if you want someone to read what you write – make it about **THEM**.

*Remember, while there's no perfect email but there is a perfect approach. Edit these, update these, and use them as your guides so all your future communication hinges on what your target really cares about.

And above all,

enjoy – and watch as you become that candidate with the great follow up

let's do this

Email 1: after you post an application

Subject: [Your Company] Healthcare Accounts Director Position – Just one thing...

Body Copy:

Dear [Hiring Manager's Name],

Thank you for considering my application for the [name of position] position at [Your Company]. Knowing how many candidates you're likely considering/Having been in the hiring seat before myself, I greatly appreciate your time and regard.

In the description, you'd mentioned [theme/experience requirement] was particularly important to you and this role.

As a bit of context for your decision-making process, the attached is brief overview of my recent [aligned strategy or career accomplishment that aligns with that theme/experience requirement].

The result of my approach was [measurable result], which I suspect you'll find aligns tightly with [Your Company]'s goals and mission.

If you have 10 minutes this week, I'd be delighted to speak with you further.

Feel free to reach me directly at [email/phone] and I wish you smooth sailing with all aspects of filling this role.

My best,
[Your Name]

PS – Please feel free to connect with me on LinkedIn, as well. [linkedin url]
[attach your resume]

Email 2: after the interview (same day)

Subject: Our conversation had me thinking, [name]

Body Copy:

Hi [Interviewer's Name],

Thank you for your time today discussing the [name of position] position at [Your Company]. Your perspective on [something they mentioned] were inspiring/made me think [then tell them about what it made you think about] and your passion for the mission at [your company] was clear.

Regarding the conversation about [specific topic discussed], a relevant case study that might interest you is attached.

Thank you again and I'm excited to speak further about how my experience may be an ideal fit to helping you and [the Company] achieve your goals.

Warm regards,
[Your Name]

PS – The site where I pulled this case study is [site]. A few of my other favorite industry sites are [site] and [site]. Would love to hear what sites keep you in the edge?

Email 3: 1 week after your Interview

Subject: Something you mentioned, [name]

Body Copy:

Dear [Interviewer's Name],

How is your week going? Thank you again for your during our interview last week.

The more I consider our conversation, the more alignment I'm finding.

The discussion we had about [specific challenge or project mentioned] reminded me of an experience I had at [relevant company experience].

While there, [share the story or situation that resonated with you], as well. To pull back the curtain, I've attached a brief outline to walk through what happened and the result.

Let me know if you'd like to hop on the phone to talk through it in more detail. Happy to share and I look forward to speaking soon.

Best regards,
[Your Name]

PS – While I'm eager to align with you on how I'd be an ideal fit for the [role], I'm more than happy to share my approach at [company you referenced above] even during this process if you feel it would be helpful to you and your team. A rising tide lifts all boats.

Email 4: 2 or 3 weeks after your Interview

Subject: Just found this, [name]

Body Copy:

Dear [Interviewer's Name],

You know, the more research I do about your company and the incredible people behind it, the more excited I am about the [position].

Just read your [press release/post/info you found] on [topic]. What really stood out to me was [something that stood out to you]. Building meaningful business with this shared [culture/mission] is important to me because [express why this is important to you in your career].

Really looking forward to continuing the process toward finding a mutual fit at [company]. Let me know if it makes sense to touch base next week.

Best regards,
[Your Name]

PS – Knowing the focus you have at [company], thought this may resonate with you, too. Looks like an incredible culture/mission you have over there. [link to post or article with the same culture/mission alignment]

Email 5: Presenting your 30/60/90 Day Plan.

1-3 Weeks After Interview

Subject: At a Sprint

Body Copy:

Hi [Hiring Manager's Name],

How are you this week? I can imagine it's a heavy lift in time and attention to find the right fit for [position] at [company]. Quite the heavy lift in time and attention – especially with the intentionality you expressed in building your team.

That sounds like the right way to go building an unshakeable team to me.

To highlight how I'd imagine hitting the ground at a sprint in the first 90 days, I've included a high-level 30/60/90 so you can see the types of steps I take right out of the gate.

This position feels like a great, goal-aligned fit and I'd love to leverage what I do well to help you, your team, and your company grow.

If you find that alignment as well, would you like to chat for 10 minutes this week to touch base on next steps?

Best regards,
[Your Name]

PS – [include something interesting/someone relevant that you recently discovered/talked to that this person would care about.]

Example: *Just spoke with [internal contact name] and it sounds like the annual turtle racing at the NSM in Coeur d'Alene was an unmissable event – sounds like a great story there. Can't wait to hear it!*

Email 6: **If ghosted/not heard back after 5 weeks**

Subject: Info for you

Body Copy:

Hi [Hiring Manager's Name],

To follow up on our conversation about [my application for] the [specific position at company], I imagine you and the team heads down in activity and consideration to choose the right hire.

To support you and the team in your decision-making process, I've attached something that may be interesting to you. It's an [industry report on relevant topic, e.g., "emerging trends in medical device sales," etc.].

The opportunity to contribute to [Company Name] is truly an exciting one for me.

If there's more you'd like to know about me and my experience – and the specific value I'd bring to [company], please give me a shout at [number/email].

Also, if now isn't the right time, it would be great to keep in touch for future opportunities where I may be able to support you and your team.

Your company's mission of [what's their mission] resonates with me deeply and if it makes sense, I'd love to speak with you about helping further that movement together.

Thank you for your time, and best wishes as you continue this important search.

Warm regards,
[Your Name]

PS – Feel free to connect with me on LinkedIn, as well. Right here: [linkedin url]