FOLLOW-UP EMAIL AFTER THE INTERVIEW

It's always important to send a follow up email or LinkedIn message to employers after you have interviewed for a role. We have put together an email structure that will help you in putting this together. The message should be short, succinct but most of all sincere.

First Sentence:

Thank them for taking their time to interview you

e.g. Dear Ian, I would like to thank you once again for the opportunity to come and interview with ABC Minerals.

Second Sentence:

Follow up on any information that was requested during the interview

e.g. updated references, project samples etc.

Third Sentence:

Optional - This section can be used to ask any additional questions that you may not have had the opportunity to ask during the interview

Fourth Sentence:

Sign off – Reiterate how interested you are in the role and confirm availability

e.g. I would like to take the opportunity to express my interest in this role and I look forward to hearing from you. Regards, Bill Smith

This is a sample structure. Your message will vary depending on the company that you have interviewed with.

Ensure that it is professional and well written and make sure you check for typos!

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