

Email Follow-Up

APPLICATION FOLLOW-UP

(We recommend sending this message about two weeks after you apply.)

Dear Ms. Dermott:

As you consider candidates for Bank of America's Financial Analyst position, I would like to reaffirm my interest in contributing to your organization's growth.

I would like to confirm that you have received my full application, and find out where you are at in the hiring process. I believe my economics background and internship experience at Merrill Lynch has prepared me to become a productive member of your audit department. I am confident that my student leadership at Roger Williams University would facilitate my ability to take charge of projects quickly and responsibly.

Thank you for the consideration for your Financial Analyst position. I look forward to speaking with you to further discuss the contributions I could make to Bank of America.

Jennifer Lopez

1ST INTERVIEW FOLLOW-UP

(Subject Line: Thank You for the Interview)

Dear Ms. Atkins:

Thank you for the interview on Monday, March 24, 20XX, for the position of Quality Engineer in the manufacturing division.

I enjoyed talking to you and found the interview most informative. The prospect of joining ABC Product Company is very exciting. My engineering background, combined with my recent internship experience as a design intern, will enable me to become a valuable member of your engineering team.

Please let me know if you require any additional information. Thank you for your time and consideration. I look forward to hearing from you soon.

Sincerely,

Adam Smith

Note: Do not misuse or overuse LinkedIn when following up after your initial interview. One email message to the interviewer is the best practice.

RESCHEDULING INTERVIEW

(Subject Line: Rescheduling Interview—Academic Conflict)

Dear Ms. Jones:

Thank you for the invitation to interview with XYZ Company. The opportunity to meet your team and learn more about the Graphic Design Internship is extremely exciting; however, the dates provided for the interview conflict with my current academic commitments. I hope we can find another date and time that works for the interview.

Please know that I am extremely interested in the Graphic Design Internship position. I look forward to hearing from you soon.

Thank you for your consideration and understanding.

Sincerely,

Erin Adams

DECLINING AN OFFER

(Subject Line: Responding to Your Offer)

Dear Ms. Sargeant:

I am writing to thank you for your offer to join ABC Company. After considerable thought, I have decided not to accept the offer of employment for the Expeditor's position. This has been a very difficult decision for me, since I respect and admire the work of ABC Company.

I appreciate the opportunity to meet you and the members of your team.

Sincerely,

David P. Ortiz