

# How to Send a Follow-Up/Thank You Email

When you finish your job interview, you are relieved and stress-free that it's finally over, but you are not done yet. You can send a follow-up email to the person you interview with. When you send a follow-up email, it shows that you are very interested in the job you apply for, and it will help you stand out from the other employers.

## Create a Strong Subject Line

Creating a strong subject line will determine whether or not your email will get opened or not. The person who schedules your interview is the best person to send your follow-up email to. Or to the person who said they will get in contact with you after your interview. When you send your follow-up email, look at the latest email of the person who scheduled your interview and use that previous subject line.

## Keep the Email Short and Simple

Don't overdo it. Maximum of 2-3 sentences. Don't add too many details. You don't want to seem desperate or that you weren't prepared for the interview. Don't make requests. You want to come off as a person that is easy to work with, not difficult. The main things to focus on is what stood out in your conversation and what you are most excited about the job you apply for.

## Be Professional

No matter how frustrating you may get no matter how many follow-up emails you may have to send, always remain professional and respectful. Have patience and remember that the person who interviewed you has a very busy schedule as well. You are not the only person they have interviewed.

## Re-Read Your Email

Start your email with a simple "Good afternoon", "Hello". Never send a professional follow up email using introductions that are too casual such as "Hey". Before you hit send: check for typos and re-read email several times .

