

How to write a follow-up email for a job application or interview(with templates)

Waiting to hear how your job application is progressing, or if it's actually progressing, can be one of the hardest parts of any job search. Waiting for a response can be nerve racking, but you are entitled to check in with the employer or recruiter to follow up.

Almost 50% of people say they never followed up after every job interview. But emailing or calling an employer after applying for a job has several benefits.

It may give you peace of mind knowing where the process is at, and allow you to build rapport with the employer over the phone.

In fact, 51% of hirers view applicants more positively if they follow up after their interviews.

Following up is also a way to show that you're really interested in the role. It could also be a chance to sell some of your key experience, skills and attributes.

These templates can help you follow up in a polite and professional way, while also being considerate of the employer or recruiter's time.

Following up after a job application: email template

When to use it: 1-2 weeks after applying

If you've applied for a job, waited and had no response, it could be time to follow up. The job ad may state information about when – or if – applicants can expect to hear back, so take note of that. But generally if it's been 1 to 2 weeks since you applied, you could make contact.

You may want to ensure the employer or hiring manager has your application, see if they want more information, and find out if they've filled the role or when they plan to move to the next stage in the process. Here's how you could put this in writing:

Email subject line: *Application follow up – [Job title]*

Hi [Name]

I applied for the position of [Job Title] via SEEK two weeks ago. I wanted to follow up to see if my application was received and to check on the timeline for filling the role.

I'm very enthusiastic about the prospect of joining [Company Name] and contributing my [describe your skills or experience] to [describe what the role involves].

Please let me know if I can provide any further information that would be helpful to you. I can be reached on [Your phone number].

*Best regards,
[Your name]*

Read more: [What to do when you don't hear back on a job application](#)

Following up on the day of your interview: email template

When to send it: after a job interview, the same day

Once you've been through the effort of a job interview, one further step can help you make a great impression: sending a short email confirming your interest and thanking your interviewers for their time. Generally, you'd send it later on in the day of your interview – but if it was a late interview, the next morning is fine.

It's best to keep this email short and sweet. Don't push for answers or go into detail about the interview – stick to a simple thank-you and reiterate your interest in the role.

Email subject line: *Thank you, [Interviewer's Name]*

Hi [Name],

Thank you for taking the time to speak with me about the [Job title] role. It was great to meet with you and learn more about the position.

I'm excited about the opportunity to join [Company name] and am particularly interested in the details you shared about [Example from interview].

Meeting you and hearing more about the role has validated for me that it's something I would enjoy. I'm confident that my experience in [relevant example] and my keen interest in [relevant example] make me a strong candidate for the role.

Please let me know if I can provide any further information that would be helpful to you.

I look forward to hearing from you.

Thanks again,

[Your name]

[Your contact number]

Following up when you haven't heard back after your interview: email template

When to send it: 1 week after your interview

If you've been through an interview and haven't heard back after a week, it's definitely within your rights to follow up with a call or email. Ideally, you can ask at the end of the interview when you can expect to hear back about the role or whether you've made it to the next stage. That way, you have a timeframe to work with. But if you don't have a timeframe, after a week you should check in and see where things are at.

Email subject line: *Interview follow up – [Job title]*

Hi [Name]

I hope you're well.

I'm checking in to see whether you have made a decision on the [Job title] role as I haven't heard back following my interview on {insert date}.

I'm excited about the opportunity to join [Company name], and I'm confident that my experience will be an asset to you and the team.

Please let me know if there's anything else I can provide to assist in the decision-making process.

Thank you,

[Your name]

More tips on following up

These templates can get you started on a follow-up email to suit your situation. Here are some other things to consider:

- **Adjust the way you write to suit the workplace**

If you're applying to a corporate environment, keep your writing more formal. If it's a casual workplace, it's okay to make things shorter and more conversational. This will demonstrate that you understand the culture of the organisation.

- **Avoid repeated follow-ups**

If you still don't get an answer after a couple of days, it may be best to check you have the correct details, call the employer, or consider pursuing other opportunities. Unfortunately, not all employers get back to job seekers. It can be hard not to take it personally, but sometimes it's better to just cut your losses and move on.

- **Try to be patient and considerate of the recruiter's time**

It can take time for employers and recruiters to get through the hiring process, particularly in peak times. While you shouldn't be afraid to follow up, you also don't want to harass them.

Following up can be nerve racking, but waiting can be even more so. If you're pursuing

a job you're interested in, it's worth giving it your best shot. If your follow up is polite and professional, you have nothing to lose!

Source: Independent research conducted by Nature of behalf of SEEK, interviewing 4800 Australians annually. Published September 2021.

Read more:

- [‘Did I get the job?’ How to ask for feedback after an interview](#)
- [7 ways to tell if your interview went well](#)
- [How to ask why you didn't get the job](#)