

# How to write a follow up email for a job application: Templates and tips

You've found a great job and sent in your [application](#), now you're just waiting to hear back. Fast-forward two weeks and no one has reached out to you. Is there anything you can do? You might want to send a well-written follow-up email.

Sending a [follow-up email](#) for a job application helps put your mind at ease, while showing your genuine interest in the role. If you're thinking about sending a follow-up email after a job application, read on for guidance on when to send it and what to write – with templates to help get you started.

## Why it's important to follow up on a job application

Sending a follow up email after a job application is an extra chance for you to make a good [first impression](#). You can gain some peace of mind, and also show the hiring manager your enthusiasm and proactive attitude. It also works as a safety net in case your resumé, cover letter, portfolio or any other requested documents didn't make it through to the hiring manager.

To make the right impression, you need to make sure you don't send your job application follow up too early. You want to wait at least two weeks after applying for a job to send a follow-up email. This shows you are respectful of the hiring manager's time and aren't coming across as too pushy.

## How to write a follow up email for a job application

Your follow-up email helps give the hiring manager an impression of what working with you may be like, so you want it to sound polished and professional. It shows them your [communication style](#) and your attention to detail, so it's important to get the little things

right. If you're addressing it to the hiring manager, make sure you spell their name correctly. Overall, keep your email short and to the point – don't weigh it down with unnecessary information.

## Tips for writing a follow up email after a job application

A follow up email after a [job application](#) is a great opportunity to highlight your key strengths. This gives you a chance to stand out, as hiring managers usually only have time to skim-read applications. To use your follow up email to its full potential:

- **Keep it short.** Make it easy for the hiring manager to scan your message for all the important details.
- **Confirm your interest in the role.** Express your genuine interest in the role and in the company. You could use the opportunity to remind the hiring manager of your qualifications.
- **Proofread your email.** Your email shows your written [communication skills](#) firsthand, so you want to make sure there are no typos.
- **Personalise your email.** Address the hiring manager by name, where possible, and mention the specific job you're going for, as they may be hiring for multiple roles.
- **Use a professional tone.** It's best to keep your tone friendly yet professional.
- **Send your email at a reasonable hour.** Sending your email at 3am might make the wrong impression.
- **Write a short and direct subject line.** For example: *Following up on application for Junior Sales Assistant.*

## Follow up email examples

If this is your first time writing a follow-up email, you may be feeling unsure of what to write. These follow-up email job application templates will give you a starting point. Keep in mind that you should personalise them with the details of the role and the unique skills and experience you offer.

### General follow up email

*Dear [hiring manager's name],*

*I'm following up on a recent application for the role of [job title] to ensure you received the documents and have all the information you need.*

*I am particularly excited about this role as I feel it would allow me to use my [insert top experience, skill or qualification] to its full potential. Please let me know if there*

*is any further information I can provide and when I can expect to hear back from you.*

*My contact number is [insert phone number]. I look forward to hearing from you.*

*Kind regards,*

*[Your name]*

## **Short and sweet follow up email**

*Dear [hiring manager's name],*

*I recently applied for the role of [job title] and wanted to reach out to check that you have all the information you need, and when you expect interviews will start for the role. As mentioned in my application, I am very excited about the opportunity to potentially work for [company name] and put my skills in [insert top skills] to use.*

*The best way to contact me is via this email address or on my mobile: [insert phone number].*

*Kindest regards,*

*[Your name]*

## **Second follow up email**

If you don't hear back from an employer after your follow-up email, it could be that they're still processing applications, have put hiring on hold, or have filled the position and chosen not to respond. Not all employers have a circle-back policy – in fact, many state in their job ads that they only respond to shortlisted applicants. Whatever the case may be, it doesn't hurt to confirm, so if you want to follow up a second time, here's an example of an email you might send.

*Dear [hiring manager's name],*

*I hope my email finds you well. I wanted to follow up on my application for the role of [job title] and ensure you received my resumé and cover letter. I sent an email a few weeks back and didn't hear anything, so I'm wondering if you are still in the process of vetting applications or have already moved onto the next stage of hiring.*

*Working for [company name] has always been a goal of mine, and I would love the opportunity to contribute my [add skills, experience or qualification] to your team. I'd love to hear back about the potential of meeting with you to discuss the role further. Please don't hesitate to call me on [insert mobile number].*

*Thank you again for your time and consideration.*

*Kindest regards,*

*[Your name]*

Now that you have a head start, you're all set to write your own follow up email after a job application. While the primary goal of your email should be to get confirmation about your application (and find out if you got [an interview](#)), you can also take the chance to highlight your most relevant skills. The number one thing to remember when following up about your job interview is to be professional and polite. Even if you don't get this job, you never know when another one might become available with the same hiring manager.

## **FAQs**

### **When is the best time to send a follow-up email?**

The best time to send a follow up email after applying for a job is two weeks after you applied. You may wish to follow up an application if you didn't receive confirmation that it was received or if you [have not heard if you got an interview](#) after two weeks.

### **Should I follow up if the job posting doesn't specify a deadline?**

Yes, you can follow up on a job application even if the job ad doesn't specify a deadline. Many recruiters and hiring managers will send a message if you have not been successful, but not all of them will. You might want to send a follow up to clarify

the status of your application and whether you are still in consideration for the role.

## **How long should I wait for a response after sending a follow-up email?**

If you don't receive a response to your follow-up email after you've applied for a job, it's best to wait another week or two before sending a final follow-up. You can also check online to see if the job ad is still posted – if it's not, it may already have been filled.