

# Follow-up

## THINGS TO REMEMBER

- Following up is a BIG deal! It can either seal the deal OR be a deal breaker, if you decide not to do it.
- In a tight job market, you need a competitive advantage over other candidates. You can increase your chances of being hired by writing thank you notes. Statistically, less than 10% of interviewees ever follow up with thank you notes. Imagine how positively that 10% will be viewed. A thank you note can make a candidate stand out from the rest of the pool.
- In your follow up e-mail, reiterate your interest and mention 1-2 items of either things that intrigued you or challenges they mentioned and how you would be successful in the role.
- If you haven't heard back by the date they specified, follow up with an e-mail/phone call reiterating your interest and that you're looking forward to hearing from them soon.
- Connect with all of those you interviewed with on LinkedIn!

## Sample 'Thank You' Note:

Good Morning/Afternoon (name of your interviewer),

Thank you for meeting with me yesterday to discuss my candidacy with ABC Corporation. I would like to reiterate my interest and enthusiasm in working in the Finance Department at ABC. After speaking with you, I can see how the analytical skills I developed at XYZ and as Financial Vice President of the SGA at UT would enable me to make an effective contribution at ABC.

I appreciated discussing the accounting career track with you, and was highly impressed with how ABC has developed its unique market niche in the accounting field. In addition, I enjoyed sharing our mutual interest in financial planning and golf.

I look forward to the next step of the recruiting process, and will call you, as we discussed, in two weeks to follow up on my candidacy. If you have further questions regarding my qualifications, please don't hesitate to contact me at (enter phone number) or (enter professional e-mail address). Thank you again for your consideration.

Sincerely,

*Sam*

Sam Spartan, B.S  
(777) 777-7777  
[samspartan@gmail.com](mailto:samspartan@gmail.com)

## Sample 'Follow-up' Note If you received an offer but are still waiting to hear from your #1 choice:

Good Morning/Afternoon (name of your interviewer),

Thank you for meeting with me on June 21<sup>st</sup> to discuss my candidacy with ABC Corporation and to learn more about ABC products. Since our interview, another company has made me an offer and I must notify them shortly of my decision. However, because of ABC's excellent reputation in the X industry and your location in Florida, I am still very interested in the X position with your organization.

If you would like to arrange another interview or if you need additional information from me to move forward with my application, please let me know. If possible, I would like to know the status of my candidacy by July 1. I can be reached at (813) 777-7777 or [samspartan@gmail.com](mailto:samspartan@gmail.com). I look forward to hearing from you soon!

Sincerely,

*Sam*

**Sam Spartan**



# Follow-up

## Rejection Letter

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Dear (prefix) Employers Name,

Good afternoon, I hope this message finds you well. Chris and I had a wonderful lunch discussing the company and the position. Thank you very much for thinking of me and offering the Business Development Administrator position. After careful consideration, I regret that I am not able to accept the offer due to the fact that I have received another offer from a company that better matches my needs at this time. You along with everyone at LCG Advisors has been very kind and I only wish that circumstances allowed me to accept your offer.

I hope we can continue a professional relationship. It was a pleasure speaking with you. Best wishes for your continued success.

Sincerely,

*Sam*

**Sam Spartan**  
(777) 777-7777  
[samspartan@gmail.com](mailto:samspartan@gmail.com)

## Follow-up after Finding a Connection

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Dear (prefix) Employers Name,

Good afternoon, I hope this message finds you well. I am an undecided (or enter major) sophomore at The University of Tampa, researching a possible career in sociology. I found your name using Hire-UT. I would like to meet with you briefly to (discuss your field, to conduct a job shadow, etc.), if your schedule permits. If you are unable to meet, perhaps you could suggest a co-worker I could contact.

Thank you for your time, I truly appreciate it.

Sincerely,

*Sam*

**Sam Spartan**  
(777) 777-7777  
[samspartan@gmail.com](mailto:samspartan@gmail.com)

## Follow-up after Applying for a Position

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After you apply for a position, ALWAYS follow-up! The follow-up can be just as important as the application.

1. If you apply for a position online, be sure reach out directly to the person that posted the position to let them know that you applied for X position on ABC date and to reiterate your interest in the position. (HIRE-UT makes this easy because the employer contact is always listed with the posting.) If you do not know who to contact, research the company's website, utilize LinkedIn, and identify a person in the department to which you applied.
2. Email, phone, or LinkedIn – These are all good avenues to reach out to an employer once you've applied.
3. Timeline – This depends on when the job/internship posting closes, but typically a week after submitting your application. This will put your name on the employer's radar!

### **'Rule of three' when following up:**

*\*Three follow up attempts and if you still haven't heard back, it's time to move on\**

1. **Send a follow-up email** or letter to all employers who you interview with.
2. **Follow-up with an email** a week or two later regarding a status update and reminding them to contact you with any questions regarding your qualifications or documents.
3. **Voicemail message** (in case they respond better to calls) as a *final* follow-up.