



FOLLOW UP EMAIL TEMPLATES

**Hi! I'm Madeline Mann,
the creator of Self Made
Millennial.**

**As seen on ABC News, New York Times,
Wall Street Journal, and more.**



I built Self Made Millennial to provide you with the **rapid fire, battle-tested advice** you need to find your career and excel in it. Self Made Millennial has led to hundreds of thousands of success stories from people who have landed career defining jobs with our unique insights on **today's modern workplace and job market.**

I'll bring to you the videos, resources, and programs that cut through the noise of outdated job search advice, and provide you with high-impact strategies for the modern job market. You've got it going on, and **I am here to help make sure companies see that!**

Let's connect!

YouTube Channel: <https://www.youtube.com/selfmademillennial>

Website: <https://www.madelinemann.com>

TikTok: <https://www.tiktok.com/@selfmademillennial>

LinkedIn: <https://www.linkedin.com/in/madelinemann/>



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THE IMPORTANCE OF FOLLOWING UP

Following up is a practice that is essential for anyone who is job seeking. If you haven't heard from a company you interviewed with for a few days, you may feel compelled to be polite and wait. But absolutely follow up, **persistence gets jobs.**

How you follow up depends on who you are following up with. It's usually one of two types of people you'll be following up with:

- **Human Resources/Recruiters**
- **Hiring Manager**

This worksheet addresses both, and then there are so many other emails you'll want in the job search that you can receive from the resource mentioned on the last page.

HOW TO FOLLOW UP WITH HR/RECRUITERS

Rule of thumb:

- Follow up in 5 business days to ask about next steps.
- Follow up in 24 hours for coordination emails.
 - Coordination email means you are talking with HR to plan an interview and maybe they don't get back to you quickly, that's a time you must follow up as well.



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ASKING ABOUT NEXT STEPS:

Hi [Name],

Hope you're having a good week, I'm checking in to see when I should expect to hear back about next steps for the [Job Title] role.

Thanks so much!
[Name]

Whatever timeframe they give you, this gives you your next time to follow up, set a reminder. Follow up in 5 days if they never responded to your question about a timeline. Don't forget to send a reminder on your calendar!

The key to following up is stay positive and assume they love you. Some people acknowledge that they haven't heard back with things like, "Did you see my last email," or "I must have gotten buried in your inbox," or "I'm sure you're very busy." Dump all that. Take that they are ignoring you in stride and **be the friendliest ignored person.**

CONTINUING TO FOLLOW UP A SECOND TIME:

Hi [Name],

Happy Friday! Following up on next steps for [Job Title] role.
Thanks in advance!

Best,
[Name]



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AND THE THIRD TIME:

Hi [Name]

Quickly checking to see if there is an update on my candidacy for the [Job Title] position? Hope you have a good one, [stay warm, enjoy the beautiful weather, keep dry, etc.]

Best,
[Name]

Remember: Follow up 3 times before giving up. You are not annoying, you are proactive!

HOW TO FOLLOW UP WITH THE HIRING MANAGER

The Hiring Manager is the decision maker, so make sure every email is working towards building a deeper relationship with them.

Here is the framework:

- Revisit the positive feelings from the interview.
- Express continued interest.
- Ask about next steps.
- OPTIONAL: Continue the conversation.
 - You can do this by sharing another thought that you had after the interview, or providing some articles or materials that the hiring manager would be interested in. This is illustrated in the “PS” section of the email.



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HERE'S THE TEMPLATE:

Hi [Name],

It has been a week since we had the chance to chat about what's on the horizon for [Department] team at [Company], and [something personal to your conversation]. I'm still very interested in the role, and wanted to check in to see when I should expect to hear about next steps?

Thank you!
[Name]

PS - I thought you may be interested in [piece of news you heard, link to article you read, conference/event to attend]

HERE IS THE TEMPLATE FILLED IN:

Hi Midge,

It has been a week since we had the chance to chat about what's on the horizon for the customer support team at Maisel Industries, and all the promising changes around the new ticket managing software. I'm still very interested in the role, and wanted to check in to see when I should expect to hear about next steps?

*Thank you!
Susie*

PS - I thought you may be interested in this e-book on the new ticket managing software, I've seen it be a great learning tool for team members to get up to speed. It's attached!

Then if you get no response, continue to follow up using the same email templates laid out for HR, or the Hiring Manager.



LET'S LAND YOUR NEXT CAREER DEFINING ROLE TOGETHER!

HERE ARE SOME MORE WAYS TO SUPER-CHARGE YOUR JOB SEARCH



GET THE E-BOOK "FILL IN THE BLANK JOB HUNT"

You'll have every email you need to send in the job search ready to go, pre-written for you.

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