

Following up after an interview

Easy · 15 min · Free

Send a short thank-you the same day, or within 24 hours at most, even if the interview didn't go well. Thank each interviewer by name, say you still want the job, restate one or two qualifications and add anything important you forgot. Then follow up once on the date you agreed, thank your references, and if you don't get the job, send a gracious note. Hiring managers often go back to past candidates.

YOU'LL NEED

- ☐ The interviewer's name, title and email (ask for a card or check the invite)
- ☐ Notes from the interview, written right after
- ☐ Your references' contact info

WHAT TO KNOW

- 1 **Before you leave the interview, ask about next steps or when it would be good to follow up.** Get the names and titles of everyone you met.
- 2 **Right after, jot down what you talked about: names, a detail about the job, anything you promised to send, anything you forgot to say.**
- 3 **Send a thank-you the same day if you can, and no later than 24 hours after, even if the interview didn't go well.** Other candidates sometimes drop out, so you could still be hired.
- 4 **Address it to the interviewer by name and title.** Send a separate note to each person, or one to a key person to share.
- 5 **Include: thanks for the opportunity, your continued interest, a brief restatement of your qualifications, anything you forgot to mention, anything you promised to send, and when you'll follow up if you agreed on a date.** Keep it brief.
- 6 **Email is fine when time is short.** A handwritten or typed note by mail is also an excellent choice.
- 7 **Thank your references, and let them know when you get a job.**

Watch out Follow up, don't pester. If they gave you a date, wait until it passes, then send one short, polite check-in. If you hear nothing after that, keep applying elsewhere. One unanswered email isn't a no, but your search shouldn't stop for it.

DAD NOTE *A two-line thank-you puts you ahead of most people, because most people don't send one.*

Full lesson: aptkeys.com/work/interviews/following-up-after-an-interview/

Checked October 2, 2026. Sources: CareerOneStop (U.S. Department of Labor); U.S. Department of Labor; LSU Olinde Career Center.