

EDITORIAL GUIDE

Thank You & Follow-Up Templates

Professional email templates that keep you top-of-mind after every interview stage - from recruiter screen to final round.

INTERVIEW ESSENTIALS

tenure.law

Why Follow-Up Matters

A strong follow-up does three things: reinforces your candidacy, shows professionalism, and gives you a second chance to make a point you didn't land.

A well-crafted thank-you email can move you from "maybe" to "yes" - especially when the decision is close between two candidates.

The rules: Send within 24 hours. Be specific to the conversation. Reference something they said. Add one thing you didn't get to say. Keep it under 150 words.

When to Send What

Stage	What to Send	Timing
Recruiter screen	Brief thank-you + enthusiasm	Same day
Hiring manager	Substantive thank-you + value add	Within 24 hours
Panel / final round	Individual emails to each interviewer	Within 24 hours
No response	Professional follow-up	1 week after stated timeline
Rejection	Gracious close + future door-open	Within 48 hours
Offer received	Grateful acknowledgment + next steps	Same day

What Makes a Strong Thank-You

DO

Reference a specific moment from the conversation.

Add one insight you didn't mention.

Reaffirm interest with a specific reason.

Keep it under 150 words.

DON'T

Send a generic "thanks for your time."

Repeat your resume.

Ask about salary or timeline (yet).

Write more than 3 paragraphs.

The best follow-ups don't feel like templates. They feel like a continuation of the conversation.