

# Employer Communication: Follow Up

Maintaining a relationship with employers can be advantageous to your career. Whether following up on a job application you submitted, continuing the conversation from networking event, or continuing to express an interest in an opportunity, the way you communicate with an employer says a lot about you and your professionalism. Follow these suggestions to positively communicate with employers.

## Suggestions

When following up with employers, be professional. Some things to keep in mind are:

- Use the person's full name, including Mr., Mrs., Dr., etc. as appropriate
- Be clear about the event or situation you are following up about
- Maintain a positive attitude, avoid negativity
- Avoid being overly eager or desperate
- Do not continue to follow up if you do not receive a response
- Express appreciation and continued interest in the opportunity at hand
- Email communication is acceptable, as it a formal written letter or a phone call.
- Consider using LinkedIn to connect with the individual
- Keep your message light and quick
- Wait 1-2 days after the initial event (i.e.: interview, networking event, etc.) to send your follow up.

## Sample Follow Up Messages

### Job/Internship Application Follow-up Email

Dear **Mr./Ms. LAST NAME**,

I recently applied to the **ABC INTERNSHIP** and wanted to inquire whether any decisions have been made regarding the status of my application. I am highly interested and eager to work with **COMPANY NAME** and I believe my skills and experience would be an ideal match for this position.

I would be glad to resend my resume or provide further information regarding my candidacy. I can be reached at **PHONE NUMBER** or **EMAIL**. Thank you for your time and consideration. I hope to hear from you soon.

Sincerely,

Your First Name and Last Name

### Phone or In-Person Interview Follow-up Email

Good afternoon **Ms./Mr. LAST NAME**,

Thank you again for taking the time to meet with me on **DATE**. I truly enjoyed our conversation and learning more about **COMPANY NAME**. I wanted to follow up to see if any decisions have been made regarding my candidacy for the **ABC INTERNSHIP** position. I want to reconfirm my strong interest in gaining experience at **COMPANY NAME** and would greatly appreciate any updates you are able to provide.

Thank you,

**Your First Name and Last Name**

**Phone Number**



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For more information:  
Career Services Office  
[buscareers@kent.edu](mailto:buscareers@kent.edu)

## Networking Event Follow-up Email

Good afternoon Ms./Mr. LAST NAME,

I enjoyed meeting you yesterday during the **NETWORKING EVENT NAME**. I was very intrigued in **INSERT COMPANY'S** recent expansion and its potential impact on increased production and additional job creation. I would like to continue that discussion while sharing more about my experiences and education with you. Would you be interested in scheduling a time for us to talk further? I am available to meet either in-person or virtually. Please let me know your preference. I am looking forward to continuing our conversation and learning more about **INSERT COMPANY NAME** and future opportunities.

Thank you,

**Your First Name and Last Name**

## LinkedIn Message: Send with Invitation to Connect with Someone You Met In-Person

Dear **Ms./Mr. LAST NAME**,

It was a pleasure meeting you at the **NAME OF THE EVENT** on **DATE OF THE EVENT**. I enjoyed learning more about the **INTERNSHIP/JOB TITLE** and **NAME OF COMPANY**. I look forward to staying connected with you.

Best Regards,

**Your First Name and Last Name**

## LinkedIn Message: Informational Interview/Networking after Being Connected

Hello **Ms./Mr. LAST NAME**,

I am currently a full time student majoring in **YOUR MAJOR** at Kent State University. I came across your LinkedIn profile through the Kent State University Alumni group, and I see that you have been working in the **DEPARTMENT NAME** at **COMPANY NAME** for the past **YEARS**. I am highly interested in gaining more professional experience and enhancing my skills through a/an **INTERNSHIP/JOB TITLE** internship. Through researching **COMPANY NAME**, I feel this would be a valuable experience because **RESEARCH FACT(S)**. Would you be willing to talk with me briefly via phone or email, at your convenience, about your career background and any professional advice or recommendations? I am looking forward to hearing more about your **SPECIFIC AREA** experience, and I appreciate your time.

Sincerely,

**Your First Name and Last Name**

**Phone Number**

## Ask for Constructive Feedback When Not Selected for a Position

Good morning **Ms./Mr. LAST NAME**,

Thank you again for taking the time to speak with me about the **ABC INTERNSHIP** during my onsite interview that was held on **DATE OF INTERVIEW**. While I was disappointed to learn that I was not selected for the position, I am still highly interested in **ABC COMPANY**. I am writing to inquire if you have any constructive feedback to improve my candidacy as I move forward with my internship search. If you see any areas that can be improved, I would respect and welcome your honest feedback.



Thank you,

**Your First Name and Last Name**

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