



COACHING PRESENTS:

Essential Job Search Follow-Up Tips

Follow-up is essential at every stage of your job search – while networking, applying, interviewing, and after securing a new role.

“ It surprises me how often follow-up is slow. If I make time to meet someone, I’d hope they can follow up quickly – not two weeks later! ”

Company President
(from The 20-Minute Networking Meeting)



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Why Follow-Up Matters

Follow-up shows respect for others' time, sincerity, and gratitude. It helps build relationships and may secure the job. Follow-up should be timely, genuine (never generic), and consistent — but not overbearing.



Networking Follow-Up

Template: Hi [Name], it was great meeting you at [event]. Thank you for sharing your insights on [topic]. I've attached an article I thought you might find useful. Would you be open to catching up again in a few months?

Additional tips:

- Mention one specific takeaway from your conversation.
- Set a reminder in your calendar to follow up in 3 months.
- After following up, review your notes and track any progress or opportunities.

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Job Application Follow-Up

Follow up during the application process, especially if you have an internal contact or someone has shared your résumé.

Template (Initial): *Hi [Name], I hope you're well. I wanted to follow up on my application for [role] at [company]. I'm excited about the opportunity to contribute to [specific challenge]. Please let me know if you need any further information.*

Template (Second follow-up): *Hi [Name], just checking in regarding my application for [role]. I'm still very interested and would love to understand next steps if possible. Thank you for your time and consideration.*

Additional tips:

- Research and mention recent company news to show continued interest.
- Offer to connect via phone if they'd like to discuss further.
- Keep track of application deadlines and reference numbers for easy follow-up.



Interview Follow-Up

Follow up after interviews is crucial — within 24 hours, then weekly (if appropriate), until the position is filled.

Template (Post-interview): *Hi [Name], thank you for taking the time to speak with me about the [role] yesterday. I really enjoyed learning more about [company] and how I could contribute to [team or project]. Please let me know if you need anything further. I look forward to the next steps.*

Template (Follow-up when no response): *Hi [Name], I hope you're well. I wanted to follow up on our interview for the [role]. I'm still very enthusiastic about the opportunity and happy to provide any further information. Please let me know if there's an update on the process.*

Additional tips:

- Reiterate one key strength discussed during the interview.
- Confirm your availability for any further meetings or assessments.
- Include a brief reference to any shared interests or rapport built during the conversation.



Transition Follow-Up

Once you've landed a job, finish strong. Follow up with hiring managers, recruiters, and anyone who helped you along the way.

Template: *Hi [Name], I wanted to let you know that I've accepted a position with [company]. Thank you for your support and advice throughout my job search – it's been invaluable. I look forward to staying in touch.*



Additional tips:

- Connect with them on LinkedIn to keep the relationship alive.
 - Offer to return the favour in the future.
 - Send a brief update email after your first few months to let them know how you're settling in.

Some Final Thoughts

- Use these templates as starting points.
- Create your follow-up timeline for all current job search activities.
- Review your follow-up notes weekly to stay consistent.
- Always personalise each message to reflect the specific conversation.