



# Interview view

**Follow-Up**

**Quick Guides for Busy  
Student Job Hunters**

by Student Life Network

# Contents

What Will You Get Out of This Book? [3](#)

Who We Are [4](#)

Foreword [5](#)

Essential Help [8](#)

## The Guide

The Follow-Up Email [9](#)

Waiting Is the Hardest Part... [24](#)

## The Rest

Afterword [30](#)

Did You Find the Book Helpful? [33](#)

Friends [34](#)

Resources [36](#)

More Interview Books [37](#)



## *What Will You Get Out of This Book?*

Time to stick the landing. This book highlights an important last step in achieving a full-time job you love.

We're going to teach you how to stand out against other candidates.

In this book you'll learn:

1. What to say in a follow-up email after your interview.
2. How long to wait before sending a follow-up email.
3. What to do if your recruiter goes silent on you.



# We're Student Life Network

We're a resource hub for all things school. We help you improve your grades, find the right school, reduce your debt, and line up your dream job.

Our team is comprised of people who've successfully made the journey from high school through post-secondary all the way to their dream jobs. How? With the very tips and tricks that we hook you up with every day, including those listed in this ebook.

The editor of this particular ebook is Chris D'Alessandro. After two diplomas (one in marketing, one in writing) it was still a massive struggle for him to land a job he loved. With this book, he's paying it forward to help you (yes, you) land a job that you love.

Hope this helps!

[@StudentLifeNet](https://www.instagram.com/StudentLifeNet)

[contact@studentlifenetwork.com](mailto:contact@studentlifenetwork.com)

# Wait. Stop. Hold on.

If you're reading this book without having [read our other books on job interviews](#), you're getting ahead of yourself.

Don't get it twisted. This book is important. It highlights a crucial last step in nailing a job interview and securing a job you love.

We're going to teach you how to stand out and gain an edge over candidates.

But if you think you can jump ahead to the final step without learning about networking, personal branding, how HR recruiters operate, how to properly prep for an interview or how to perform in an actual interview, you're dreamin'.



**LANDING THE  
INTERVIEW**   
by Student Life Network



**INTERVIEW PREP**   
by Student Life Network



**NAILING THE  
INTERVIEW**   
by Student Life Network

There are not shortcuts when it comes to landing a job you love.

I should know. It took me five years to get hired somewhere I loved working.

## Why I put this book together.

After getting hired, part of me wanted to pay it forward by helping others get full-time positions they loved. The other part of me had a chip on my shoulder and wanted to know why it had taken me so damn long to get a “real” job.

For whatever reason, after a few months of settling into my new role, I set out to understand why young people are having such a hard time getting hired.

I found a lot of different reasons, but among them, students and new grads aren’t great in job interviews.

We dug in and did some research at Student Life Network. We surveyed thousands of students nationwide and found that 54 per cent of students are flat out afraid of job interviews, and 53 per cent were worried about being rejected. Forty-nine per cent felt they were unqualified for jobs in their field.

So basically, half of all students feel the way I felt.

It means I'm not alone. And neither are you. Not by a long shot.

That's why we decided to put this ebook together. To help a silent majority of students who feel like they're unable to make the leap from school to gainful employment in the real world.

### **This book is for you if:**

- You're tired of blasting out dozens of resumes into the void.
- You're only getting the occasional job interview at a place you don't quite want to work for.
- You bomb every interview you find yourself in.

Along the way you'll hear from experts and other young professionals who were, at one point, where you are now, and who have some valuable experience to share.

This book is not me, as an expert, preaching from the pulpit about job interviews.

It is a distillation of insights from a variety of experts in the field.

## CONTRIBUTORS

# Essential Help

I couldn't have put this book together without the essential help and work of Dana Iskoldski, Chris Ackroyd, Ryan Bolton, Sarah Cavan, Drew Dudley (creator of [Day One Direct](#) a leadership program with insights from fortune 500 companies), Seana Dwyer, Hamza Khan, Lauren Marinigh, Perry Monaco (as well as all the fine folks at LinkedIn Canada), Bailey Parnell (her company [SkillsCamp](#) is full of great resources for hungry, young job hunters) and Stephen Sills.

And you, too.

Yes, you, reading this right now.

### DANA ISKOLDSKI

gets an especially big shout out. She did a ton of research and single-handedly wrote entire sections of this book. To say she was instrumental in its completion and attention to detail would be an understatement. She also did way better in her job interview than I did, for the record.



# The Follow-Up Email

**You did it. You got through a job interview.**

Hopefully, you're feeling confident, empowered and sincerely proud of yourself. And if you are, you've already won.

Even if you've gone through the entire experience just to determine that you don't even want *that job*—you've still won. You've gained valuable experience.

However, after that initial adrenaline rush fades and you walk out the doors of your potential future workplace, you might start to feel some mild panic. Because now, the situation feels out of your hands. After all, you probably weren't their only or last interviewee. What if someone

comes along they like better? What do you do?  
What can you do?

Breathe. There are still some tricks and tactics you can use to stand out as a candidate.

Enter, the follow-up email.

## **“Do I need to send a follow-up email?”**

You don't *need* to do anything except pay taxes, die and see *The Empire Strikes Back* at least once.

But remember, this entire process is about standing out from your competition. If you don't send a follow-up email, rest assured, another candidate will. And that could be all the difference to a recruiter.

You've done so much work so far, don't get lazy and drop the ball at the last minute.

The primary goal of the follow-up email (like everything you've read about job interviews so far), is to make you stand out from your competition and land a job you love.

To make sure the follow-up email helps you accomplish your goal, follow these guiding principles when your drafting your message:

## **#1 Make life easy on your recruiter.**

Your recruiter is basically like the cops.

If you make life easy on them, they'll make life easy on you.

But if you're difficult, don't comply, force them to dig around... they probably won't be your best friend in the world.

At the end your interview, make sure you ask what your next steps are.

(And if you didn't do that the first time, make sure you ask in your initial follow-up email if there are any additional materials you can provide.)

If, for example, a recruiter says they'll continue to review your portfolio, be sure to re-send it in your follow-up email.

Don't make them dig. And definitely don't make them think you're trying to hide anything.

## **#2 Give proof you go the extra mile.**

Your goal post-interview is to continue to position yourself as the most appealing candidate for the position.

If you've sold yourself as someone who is going to put passion and dedication into the position you applied for, it doesn't speak well to give radio silence after your interview.

Talk is cheap. Show that you're hungry and that you're serious.

### **#3 Reaffirm that you're a great fit.**

The follow-up email is an opportunity to show that you were actually engaged in the conversation you were having with your interviewers—again positioning yourself as the most passionate and dedicated candidate.

Remember, at this stage, there shouldn't be any question as to whether or not you're qualified for the position.

You want to be the person who is the best fit for the position, for the team and for the culture.

## “What do I say in a follow-up email?”

### **Example #1: The next steps follow up.**

Maybe you left the interview in a bit of a hurry, or just plain forgot to ask what your next steps were. That's totally fine, now's your chance to make it up.

## [✉] The basic template:

---

Subject line: [Position] Interview Follow-Up

Hi [recruiter name],

It was great chatting with you [and any other recruiters] about the [position title] role.

I thought [conversation topic] was really interesting, and I was actually thinking a potential solution would be [solution].

I'm also very excited to learn more about [conversation topic].

Are there any next steps I can take to help you in your decision-making process?

I've included my resume, as well as my portfolio once again in this email.

Thanks again for your time, consideration and for a great chat!

Looking forward to hearing back from you.

Sincerely,

[Your name]

---

**[✉] Your email could look like:**

---

Subject line: Communications Manager Interview Follow-Up

Hi Ryan,

It was great chatting with you and Stephen today about the Communications Manager role.

The idea of beginning to publish ebooks seems like a really interesting project. I was thinking a starting point would be to pool information from your current blogs and contributors in order to address specific pain points for students.

As we discussed, I was also thinking this could be a great opportunity to create podcasts as another resource for students. I've already got a few interviewees in mind who I think would offer students a ton of valuable insight.

Are there any next steps I can take to help you in your decision-making process?

I've included my resume, as well as my portfolio once again in this email.

Thanks again for your time, consideration and for a great chat!

Looking forward to hearing back from you.

Sincerely,

Chris D'Alessandro

---

**Example #2: The closed-ended follow up.**

You may have already gotten your next steps from your recruiter, in which case, you'll want to fulfill any request your recruiter has made, and then leave them with enough information to make an informed decision.



## [✉] The basic template:

---

Subject line: [Position] Interview Follow-Up

Hi [recruiter name],

It was great chatting with you [and any other recruiters] about the [position title] role.

I thought [conversation topic] was really interesting, and I was actually thinking a potential solution would be [solution].

I'm also really excited to learn more about [conversation topic].

As requested, I've included [requested materials] in this email.

Please let me know if there's anything more I can send you to help in your decision-making process.

Thanks again for your time, consideration and for a great chat!

Looking forward to hearing back from you.

Sincerely,

[Your name]

---

**[✉] Your email could look like:**

---

Subject line: Communications Manager Interview Follow-Up

Hi Ryan,

It was great chatting with you and Stephen today about the Communications Manager role.

The idea of beginning to publish ebooks seems like a really interesting project. I was thinking a starting point would be to begin to pool information from your current blogs and contributors in order to address specific pain points for students.

As we discussed, I also thought this could be a great opportunity to create podcasts as another resource for students. I've already got a few interviewees in mind who I think would offer students a ton of valuable insight.

As requested, I've included my resume, portfolio and a brief 5-page editorial strategy for the upcoming year in this email.

Please let me know if there's anything more I can send you to help in your decision making process.

Thanks again for your time, consideration and for a great chat!

Looking forward to hearing back from you.

Sincerely,

Chris D'Alessandro

---

### **Example #3: How to politely decline a job.**

They say, “Beggars can’t be choosers.”

But whoever said that has clearly never been to a job interview where they realized that they wouldn’t be a good fit for the company values or culture.

It might be tempting to just not say anything at all, but you never know who knows who in your industry—never leave a bad impression.

Keep this email short, direct and cordial.

## [✉] The basic template:

---

Subject line: [Position] Interview Follow-Up

Hi [recruiter name],

Thank you for taking the time to consider me as a candidate for the [position title] role.

Unfortunately, I need to withdraw my candidacy for the position.

While I really enjoyed our chat about [conversation topic], I've chosen to pursue other opportunities at this time.

Thank you once again for your time, consideration and hospitality.

Sincerely,

[Your name]

---

**[✉] Your email could look like:**

---

Subject line: [Communications Coordinator] Interview  
Follow-Up

Hi Leanore,

Thank you for taking the time to consider me as a candidate  
for the Communications Coordinator role.

Unfortunately, I need to withdraw my candidacy for the  
position.

While I really enjoyed our chat about redesigning the web-  
site and introducing a digital content strategy, I've chosen to  
pursue other opportunities at this time.

Thank you once again for your time, consideration and  
hospitality.

Sincerely,

Chris D'Alessandro

---

## “When do I send a follow-up email?”

A general rule is to wait about 8–12 hours before sending a follow-up email.

If your interview was in the morning, send your follow-up email later in the afternoon or early evening.

If your interview was in the afternoon, send it the following morning.

Don't wait much longer than 24 hours.

If you're given instructions to send additional materials within a certain amount of time, you can send an initial follow-up email confirming those instructions, and then send the requested materials within the given window of time afterwards.

### PRO TIP

Draft your follow-up email when you get home from your interview and give it plenty of read overs (ensuring correct spelling and grammar) before eventually sending it. Don't include your recruiter's email address in the “to” section until you're ready to send.

## **Highlights:**

1. Send a follow-up email to further distinguish yourself from the competition
2. Guiding principles for a follow-up email:
  - Make life easy on your recruiter.
  - Give proof you go the extra mile.
  - Reaffirm that you're a great fit.
3. Always request next steps from your recruiter.
4. Bring up examples from your conversation during the interview to show your engagement and passion.
5. If you have to decline a position be:
  - Direct.
  - Concise.
  - Polite.
6. Wait 8-12 hours to send your follow-up email.
  - Don't wait longer than 24 hours.

# Waiting Is the Hardest Part...

**No it isn't.**

Studying for four exams in one night, getting three hours of sleep and then somehow managing to save enough cash to make it out to the bar the next night is hard.

Networking, developing your personal brand, doing the legwork of researching companies, positions and people is challenging.



Waiting is mildly uncomfortable.

Still, there's a certain anxiety that comes with not knowing, especially when you really want a position.

Some organizations can take a long time, months even, before making a hiring decision.

If that's the case and you find yourself constantly refreshing your inbox waiting for a reply, you can send a check-in email to make sure you're still on your recruiter's radar.

### **“How long should I wait to check in on the status of a position?”**

After sending your initial follow-up email, it's acceptable to send a follow-up email checking in on the status of the position after about *two weeks*.

It's sort of like dating. You want to come across as interested without being annoying.

## ✉ You can send a short and sweet email like:

---

Subject line: Checking in on status of [position title] role.

Hi [recruiter name],

I just wanted to check in on the status of the [position title] role.

Were there any additional materials I could send over to help you in your decision-making process?

Thanks for your time and consideration.

Looking forward to hearing back from you.

Sincerely,

[your name]

---

## “How often should I follow up?”

After sending your check-in email, if you get a response back to the effect of, “We’re still interviewing candidates, considering all our options blah blah blah...” wait another *two weeks* and check in once more.

If you get another holding email from your recruiter or no response, it’s probably best to leave it alone from there and move on.

## “What if I don’t hear back or get rejected?”

Well... that sucks.

If it happens to you, thank your recruiter for their time and consideration, and then move on.

Our hope is that this book helps minimize rejection as much as possible, but at the end of the day, some factors will just be out of your control.

- Maybe someone with 5–10 more years of experience walked through the door.
- Maybe you weren’t really a great fit for the work environment.
- Maybe they decided not to staff the position at all (it happens more than you think).

It could be any number of things. The important thing to do is to keep building your personal brand, keep networking and keep your ear to the ground for the right opportunity.

Getting rejected on any level, especially when you sincerely want something, never feels good.

But it happens to *everybody*. Literally. Everybody.

Here's a brief list of companies where Student Life Network staff were interviewed and were not hired:



And those are just the ones we thought you might recognize.

Getting rejected does not mean you're unqualified or unhirable. If you performed well in your interview and did everything right, it just wasn't the right time or place for you. It really is that simple.

If it happens to you, try to assess where you went wrong, and rinse and repeat the steps we laid out in this book.

We promise the most important quality that any career-driven individual possesses is persistence.

### **Highlights:**

1. Check in on the status of a position after about two weeks if you don't hear anything back.
2. Follow up again two weeks after that if you're given a holding response.
  - If you don't hear anything back after that, it may be time to move on.
3. Nobody likes getting rejected, but it happens to the best of us.
  - Actually it's happened to all of us. The Student Life Network team has been rejected for more jobs than we can remember.

## AFTERWORD

# Begin Again

Ready for a shocking twist? Drum roll please.

As I write this, it's my last day as a full-time employee of Student Life Network. I'm about to head back out into the career jungle for some good ol' fashion job hunting.

You might be thinking, "Well, so what? You've literally written a book on job interviews. You're probably going to have a new job you love in no time."

Maybe. Maybe not.

First, my goal isn't to rush into something new. It's to take some time and get a sense of what I really want to do and where I want to be.

Working at Student Life Network has been rewarding experience. But it's also become a comfortable one. Which means leaving is going to be uncomfortable. And scary. It's a big giant leap into the unknown.

Here's another reveal.

I don't know anymore about job interviews than you do. When I started putting this book together, I was a blank slate. And I had to reach out to a lot of people who knew what they were talking about in order to complete it.

In fact, one of the reasons I wanted to tackle this project was because of just how much I struggled with job interviews in the past.

A job interview guru I am not. I'm just a guy who likes solving problems.

But here's something I believe very strongly. You should love where you work.

Life is too short to waste 50 hours a week on something you don't truly enjoy or isn't working towards a goal you really believe in.

This series of books was intended to give you hard tactics that you might be missing—we

wanted to teach a missing curriculum. And we really hope it helped.

But it's all just noise unless you're pursuing what you love.

I'm in the process of figuring out what that is. Again.

Hope you're along for the ride.

A handwritten signature in black ink, appearing to read "Chris D'Alessandro". The signature is stylized and includes a long horizontal flourish extending to the right.

Chris D'Alessandro





## *Did you find the book helpful?*

Did it help you get a job? Or do you still have burning questions for us to address? What would make this book a better, more helpful reading experience?

You can let us know. Seriously.

Email us here: [contact@studentlifenetwork.com](mailto:contact@studentlifenetwork.com)

# Friends



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# Resources

"What is it Like to Get Hired at Student Life Network?" by Chris D'Alessandro

<http://blog.studentlifefnetwork.com/2016/12/14/what-is-like-to-get-hired-at-student-life-network/>

# Books

## SLN Interview Series

*Land the Interview* (Pt.1)

<http://blog.studentlifenetwork.com/2018/03/15/book-helps-get-more-job-interviews/>

*Interview Prep* (Pt.2)

<http://blog.studentlifenetwork.com/2018/04/25/our-free-e-book-helps-you-prepare-for-your-job-interview/>

*Nailing the Interview* (Pt.3)

<http://blog.studentlifenetwork.com/2018/05/10/our-free-ebook-helps-you-nail-your-job-interview/>

*Interview Follow-Up* (Pt.4)

<http://blog.studentlifenetwork.com/2018/05/16/free-ebook-helps-follow-job-interview>