

[Greeting]

[Opener]

- Quick greeting (*ex: "I hope you're doing well"*)
- Thank them for their time

[Main Paragraph]

- Mention something you remember from your conversation
- Personalize with an action item (*ex: ask a question, see when they have another event, update them on your steps in the recruitment process, i.e. your recent application submission*)

[Closer]

- Final 1-2 sentence to wrap (*ex: Thank them again, emphasize your excitement to continue in the recruitment process*)

Sincerely,
Your Name

FOLLOW-UP EMAIL REMINDERS

- ****If using this template**** make sure to reformat the text when you copy and paste into your email
 - Times New Roman is *not* the default font for email
 - Switch fonts and sizing to match or re-write in email so you don't make it obvious you're using a template!
- Use a professional email
 - Don't use a school email so you keep their contact information after graduation
 - Avoid emails like doglover123@yahoo.com
 - Make a new email if necessary, it's [easy!](#)
- Be concise
 - They should be able to skim read it in 30 seconds or less
- Proofread
 - Check for grammatical, spelling, punctuation errors
- Customize your [email signature](#)
 - Follow instructions for gmail [here](#)
 - Students include major, graduation date (month & year), University name, college name, contact information
 - Graduates use company name, contact information (usually phone number)