

How to Follow Up Effectively with a Recruiter

1. WHY FOLLOW UP?

Most candidates stop after submitting their CV.

Professionals who follow up the right way stand out.

It shows motivation, professionalism, and serious intent

2. WHEN TO FOLLOW UP?

After sending your application: Wait 5–7 business days before following up.

After an interview: Send a follow-up message within 24–48 hours.

After a second message or silence: If no reply, wait another 7–10 days, then move on gracefully.

3. HOW TO WRITE A FOLLOW UP MESSAGE

Keep it short, polite, and professional. No pressure, no frustration.

Focus on 3 things:

- A reminder of your interest
- A reference to the position
- A gentle nudge for an update

EXAMPLE: Application / Interview Follow-Up – [Your Name]

Dear [Recruiter's Name],

I hope this message finds you well. I recently submitted my application for the [Position Name] role and wanted to kindly follow up to express my continued interest. / Thank you again for the opportunity to speak with you about the [Position Name] role at [Company Name].

I remain enthusiastic about the opportunity to contribute to your team and would be happy to provide any further information / to pursue the process with your company.

Thank you again for your time and consideration.

Best regards,

[Your Name]

[Your Phone / LinkedIn profile link]