

HELLMANN CAREER CONSULTING

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Checking in a couple of weeks after an interview, to keep in touch

Subject: Hello and checking in

Hi X, hope things are well. Thank you again for taking the time to speak with me last month (see prior email, below).

I understand the interview process is nearing its end. Now that you've had time to speak with other candidates, it's possible your thoughts have evolved around what you're looking for in the new hire. If I can provide any additional information that would help with decision-making please let me know. I would welcome another conversation with you.

Given the conversations I'm having elsewhere that are moving forward, I desire to keep in touch; I remain very interested in this role and want to be sure that we don't inadvertently miss an opportunity to work together. I know I would enjoy working with you, appreciate your leadership vision, and feel confident that I will be able to deliver the value you're looking for (and more).

I look forward to continuing the conversation.

Warm regards,

Simple keeping in touch email

Subject: Hello and update

Hi x,

Hope you and yours are well during this challenging time. <optional: something specific about your last conversation or their situation, if applicable>

Thought I would update you as it has been a couple of months. Since we last spoke about the X position, I've continued to keep my skills sharp through investment advising, chairing a <WellKnownAssociation> committee, and taking investment and CFA-related courses. While I continue to have conversations with others, YOURCO is still my top choice.

<optional: something specific about your last conversation or their situation, if applicable>

<optional: If there's anything additional information I can provide to help move the process forward, please let me know...> If I can be of help to you, e.g. connecting you to people in my network, please don't hesitate to let me know.