



English Talkies

Interview Follow-Up Guide

Language: English | Level: A2

Master the art of follow-up emails with templates and key phrases. Avoid common mistakes and impress potential employers.

■ Essential Vocabulary

Word	Definition	Example
follow-up	A message sent after a meeting or event	Send a follow-up email after the interview
interview	A meeting for a job application	I have an interview tomorrow morning
professional	Suitable for work or business	Use a professional email address
appreciate	To be grateful for something	I appreciate your time today
opportunity	A chance to do something	Thank you for this opportunity
position	A job or role in a company	I'm interested in this position
attached	Added to an email as a file	Please find my resume attached
candidate	A person applying for a job	You are a strong candidate
enthusiasm	Strong interest and excitement	Show your enthusiasm for the role
qualified	Having the right skills for a job	I am qualified for this position
regarding	About or concerning something	Regarding our meeting yesterday
grateful	Feeling thankful	I am grateful for your consideration
discuss	To talk about something	We discussed my experience
contact	To communicate with someone	Please contact me if you need anything
consideration	Careful thought about something	Thank you for your consideration

■ Key Phrases

Thank you for taking the time → Thank you for taking the time | I enjoyed our conversation about → I enjoyed our conversation about | I am very interested in → I am very interested in | Please feel free to contact me → Please feel free to contact me | I look forward to hearing from you → I look forward to hearing from you | Thank you for your consideration → Thank you for your consideration

■ Grammar Rules

1. Thank you for + gerund (-ing): Use the -ing form after 'thank you for' to express gratitude for actions. This is standard in professional emails.
2. Formal email greetings: Start business emails with 'Dear' plus title and surname. Use first name only if you know them well.
3. Present perfect for recent events: Use present perfect to connect recent past events to the present situation, especially in follow-up emails.
4. Professional email closings: End formal emails with appropriate closings like 'Best regards' or 'Sincerely' followed by your full name.
5. Subject line clarity: Write clear, specific subject lines that include the purpose and your name for easy identification.
6. Polite requests and offers: Use polite language to offer help or request information. Add 'please' and conditional forms.

■ Study Tips

1. Send within 24 hours of the interview | 2. Keep the email concise but personal | 3. Proofread carefully before sending