

Networking Follow Up Email Samples



10 Easy Steps
to get the
Job You Want!

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Don't wait too long before following up with a network contact. Within a day or two makes sense, while the memory of the conversation is still fresh - but it's better late than never! Below are some examples of what you might say in a follow up email after a networking call or meeting. There are many ways to approach this, but here are some fundamental things to keep in mind:

- Express gratitude/ thank them for their time, referrals, etc.
- Reference something in particular that was helpful for you
- Follow through with any promises you made
- Indicate your intention to stay in contact

Example 1

Frank,

Thanks for taking the time to meet with me yesterday. I especially appreciate hearing about the potential opening at your partner company. I'll be sure to look into this opportunity right away. I'll keep you posted on how things unfold.

As promised, here is Ralph Green's contact information regarding the Association event I told you about. It's scheduled for May 7th. I hope to see you there!

Example 2

Dear Dr. Jarvis,

I really appreciate you taking my phone call yesterday. The website you directed me to was very helpful. I look forward to reading your article and giving you my feedback, as requested.

Thanks for agreeing to meet with me once you get back from your vacation. I'll call you at the end of the month to set something up. Have a great trip!