

Professional Email for Follow Up

Subject Line:

Follow-Up on Project Manager Interview – Jane Doe

Salutation:

Dear Mr. Kramer,

Introduction:

I hope this email finds you well. I am writing to express my sincere gratitude for the opportunity to interview for the Project Manager position at Innovatech Solutions last Wednesday. I enjoyed our conversation and learning more about the innovative projects your team is undertaking.

Body:

Reflecting on our discussion, I am even more enthusiastic about the possibility of joining your team and contributing to the exciting work at Innovatech Solutions, particularly the upcoming XYZ project we discussed that aligns so well with my previous experience in project management.

I also wanted to mention that I have recently completed an advanced course in Agile Project Management, which I believe will further enhance my ability to successfully lead projects at Innovatech Solutions. Please find attached my certificate of completion.

I understand the importance of finding the right fit both for your team and for the company's future, and I am confident that my background and skills align well with your needs. If there are any further questions you have for me, or additional information you need, please do not hesitate to reach out.

Closing:

Thank you once again for considering my application. I look forward to the possibility of contributing to your team and am very eager to bring my expertise to Innovatech Solutions. Please let me know if there is anything else you need from my side to assist in the decision-making process.

Signature:

Best regards,

Jane Doe

[Your Contact Information]

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