



Email Rules

1. If _____ has not responded to your first email, send one more (same structure as the original) after **7 days**. If there is no response to the second email, do not email them again.
2. If _____ does respond to your first email, it will probably say one of 3 things:

a) No decision has been made

Write a response:

"Thank you for your response. I am very interested in the position. I hope to hear from you soon."

b) You will not get the job

Write a response:

"I'm sorry to hear that. Thank you for taking the time to interview me."

c) We are offering you the job.

Write a response:

"Thank you for your response. I am very interested in the position. I will notify you of my decision within 24 hours."