

TEMPLATES

How to Respond If You Don't Get the Job

There are certain emails that are just hard. Replying to a rejection email, especially when you've obsessively fought for the role, is probably one of the hardest. And yet, you must do it, especially if you'd like to be remembered for future roles.

Here's a handful of templates to help you through that final correspondence. There's a basic template you can use any and every time, plus one for asking for feedback (we suggest you do). And because we recommend researching and targeting dream companies, not just jobs (after all, you want to find a company where you can evolve and succeed long-term), we've included a template for asking a hiring manager to keep you in mind for future opportunities as well.

1. Bare Bones Response

Hi [Name],

Thank you so much for giving me the opportunity to be considered for the position. I enjoyed learning more about the role and your experience at [X company]. I was so impressed by the company culture and **[Insert something specific here about the company/role that you discussed in the interview]**. I will continue to check for future openings. Thank you again for your time and consideration. I wish you the best of luck with the rest of the hiring process.

Best,

[Your Name]

Highly Recommended! Add This If You Want Feedback

Would you be able to share what I could have done to present myself as a better candidate for the role? I'd like to be continually improving and would be so appreciative of any feedback you can provide.

2. What to Say If You Still Want a Job at the Company

Hi [Name],

Thank you so much for giving me the opportunity to be considered for the position. I enjoyed learning more about the role and your experience at [X company]. I was so impressed by the company culture and [Insert something specific here about the company/role that you discussed in the interview].

Especially after going through the interview process, I'm more interested than ever about potentially joining the team at [Company]. Would you be able to share what I could have done to present myself as a better candidate for the role?

I'd like to improve as a candidate in general, but I would also love it if you would consider me for future openings. I'll continue to check for new opportunities on your team. If I find another position I feel might be a great fit, may I contact you about applying again?

Thank you again for your time and consideration. I wish you the best of luck with the rest of the hiring process!

Best,

[Your Name]

3. What to Say After You Receive Feedback

Hi [Name],

Thank you so much for taking the time to give me feedback about my performance during the interview process. I can't express how much your insight helps. And again, thank you for considering me for the [job title] role—I hope you find the ideal candidate soon!

Best,

[Your Name]