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THE AI FOLLOW-UP PLAYBOOK

Stop Getting Ghosted

12 follow-up templates and copy-paste AI prompts for job seekers. Follow up after you apply or interview, without sounding desperate.

12

message
templates

15+

copy-paste
AI prompts

5

printable
worksheets

10

minutes to your
first follow-up

*"Just checking in again... sorry to
bother you..."*

"Hi Priya, thanks again for Tuesday's conversation. I'm still very interested in the Operations Lead role. Is there an update on timing?"

Works with ChatGPT, Claude or Gemini

No tech skills needed

INSIDE THIS GUIDE

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Start here. You'll send a message before you finish this chapter.

02 Why employers go silent

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03 Set up your AI follow-up assistant

One master prompt, the fix-it prompts, and what never to paste in.

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Vanishing recruiters, rejections, competing offers, reconnecting.

07 Timing, tracking and knowing when to stop

The day 1 / 7 / 14 rhythm and the two-message rule.

★ Bonus printables

Tracker, pre-send checklist, template finder, master prompt worksheet, weekly review.

HOW TO USE THIS GUIDE

You don't have to read it in order. Do Chapter 1 today. Then use the **template finder** on page 31 whenever something goes quiet, and jump straight to the template you need.

This guide helps you communicate clearly and professionally. It can't guarantee a reply, an interview or an offer, because those decisions belong to employers. The names and companies in the examples are made up.

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Your quick win: one good follow-up in 10 minutes

Reading about follow-ups is easy. Sending one is the hard part. So we start by sending one.

Step 1: Pick one quiet lead (1 minute)

Think of one application or interview from the last two weeks that has gone silent. Not the one from three months ago, and not your dream job that you're scared to touch. Just a recent, normal one.

Write down three things: the company, the role, and the date you applied or interviewed. If you have a contact's name, write that too.

Step 2: Let AI draft it (3 minutes)

Open ChatGPT, Claude or Gemini. All three work the same way for this. Copy the prompt below, fill in the yellow parts, and send it.

QUICK-WIN PROMPT

Write a short, polite follow-up email for a job I applied for / interviewed for.

Role: [job title]

Company: [company]

Date: [date you applied or interviewed]

Contact name (if any): [name]

One thing I'd bring to the role: [a skill or result, in a few words]

Rules: under 90 words. Friendly and confident, not apologetic. Don't say "just checking in" or "sorry to bother you." End with one simple question about next steps. Give me a subject line too.

Step 3: The 3-question tone check (2 minutes)

AI drafts are a starting point. Before you send anything, read it once and ask:

1. **Is it short?** Could they read it on a phone in 20 seconds? If not, cut.

2. **Is it about them?** Does it mention their role, their team or their timeline, not just how much *you* want this?
3. **Does it ask one clear thing?** One question, easy to answer. Not three.

If the answer to all three is yes, you're ready.

See the difference

NEEDY

Hi, I'm so sorry to bother you again, I know you must be really busy. I just wanted to check in on my application because I haven't heard anything and I'm really hoping to get this job. I would be so grateful for any update at all. Sorry again and thank you so much!!

CONFIDENT

Hi Marcus, I applied for the Inventory Coordinator role on March 3 and wanted to follow up. My three years running stock counts at a 40-person warehouse line up closely with what you described. Is there an expected timeline for next steps?

Thanks,
Dana

Same goal, same length of time to write. The second one sounds like someone who has other options. That's the tone every template in this guide aims for.

Step 4: Send it and log it (2 minutes)

Send it. Then write the date in the tracker at the back of this guide (page 29), or anywhere you'll see it again. Logging it matters because Chapter 7 tells you exactly when, and whether, to follow up again.

DONE?

You just did the thing most job seekers never do. Everything else in this guide is about doing it again, faster, for every situation you'll run into.

TEMPLATE 1

The one-week check-in

WHEN

7–10 business days after applying

TO

Hiring manager or recruiter (email)

FILL-IN-THE-BLANK

Subject: [Job title] application, [your name]

Hi [Name],

I applied for the [job title] role on [date] and wanted to follow up directly. [One sentence: your most relevant experience or result], which lines up with what you described in the posting.

Is there an expected timeline for the next step? Happy to send anything else that would help.

Thanks,

[Your name]

[Phone] · [LinkedIn URL]

AI PROMPT

Using my background, draft Template 1 (one-week check-in). Role: [title] at [company], applied [date], sending to [name/title]. Here's the job post: [paste key lines]. Pick the one thing from my background that best matches the post.

AVOID

Re-attaching your whole résumé and cover letter. It makes the email heavy and looks like a second application. Offer to send it instead.

TEMPLATE 5

The 24-hour thank-you

WHEN

Same day or next morning

TO

Each person who interviewed you (separate emails)

FILL-IN-THE-BLANK

Subject: Thank you, [job title] interview

Hi [Name],

Thank you for taking the time to talk with me [today / yesterday]. I especially enjoyed hearing about [specific thing they said: a project, a problem, a goal].

It made me think of [a related experience or quick idea, one sentence], and I'm even more excited about the role.

Looking forward to hearing about next steps.

Best,

[Your name]

AI PROMPT

Draft Template 5, a thank-you email to [name, title] after my interview for [role] at [company]. Here are my notes from the conversation: [paste bullet notes]. Pick the single most memorable detail and connect it to one line from my background. Under 110 words.

Examples from different jobs

Just the middle “specific” line. That’s the part that makes a thank-you stand out.

Follow-up tracker

Status: A = applied, I = interviewed, W = waiting, C = closed, O = offer

TEMPLATE 13

Cold note to a recruiter

WHEN

Anytime, ideally before a role is posted

TO

An in-house recruiter at a company you like
(LinkedIn or email)

FILL-IN-THE-BLANK

Hi [Name],

I'm a [your role] with [X years] of experience in [area], most recently [one result]. I've followed [company] for a while because of [genuine reason].

I know you may not have a matching role right now. If one comes up in [team / type of role], I'd love to be considered. Happy to send my résumé whenever it's useful.

Thanks,

[Your name]

AI PROMPT

Draft Template 13 to [recruiter name] at [company]. Here's what I like about the company: [reason]. Here's the kind of role I want: [role]. Under 100 words. Confident, specific, no pressure to reply.

AVOID

Pasting your whole résumé into the message. Recruiters skim. Offer it instead.