

[your name], [job name], [interview date]

Dear [recruiter name],

Thank you for your time [yesterday/date of interview]. It was great to speak to you about the [job title] role and I'm convinced that the position is a perfect fit for this stage in my career. I was hoping to get an update on the recruitment process, so any information that you can give me about the next steps would be greatly appreciated. Also, feel free to ask me any follow-up questions that may have come up since we last spoke.

Looking forward to hearing from you,

[Your Name]