Quick Tips: Follow Up with Employer

BASIC TIPS:

How do I follow up with a company after submitting a resume?

• A personal phone call, email, or written letter is a good idea since it attaches an individual person to your resume. This step can be crucial in setting you apart from the other applicants.

• Don’t continually contact a person since that can potentially turn them off. You want to let them know you are interested in working for the company, but you don’t want to be a pest.

• Generally you should wait a few days to a week after calling or sending an email or note, before you make a second attempt at contacting the company. It’s a good idea to try until you reach someone, but you don’t want to be pushy.

• Be persistent, but NOT aggressive.

How do I follow up after a job interview?

• At the conclusion of an interview, get the interviewer’s contact information and business card.

• Understand the interviewer’s time frame for filling the position and ask them about his/her preferred method of communication for following up.

• Send a hand-written, personal Thank You note the SAME DAY of the interview if possible. That way, the interviewer will get it within a couple of days and know that you are truly interested in the job and enthusiastic about the company.

• In the Thank You note, you can tell a bit more about yourself and provide some insight into who are you.

• Take the time to write a concise and well written note.

• These letters demonstrate interest in and commitment to the position that you are seeking.
What should I say in a Thank You Note?

• You should reference the position. This will remind the interviewer of your interest.
• Thank them for their time.
• Mention the “next step,” and try to establish future contact.
• Restate your interest and enthusiasm in the position.
• Take advantage of the opportunity to sell yourself AGAIN.
• Send a note to EACH PERSON you interviewed with.
• Spell names correctly. Take the time to write down everyone’s names during the interview. Address the letters specifically to each person.

Should I follow up after a Thank You Note?

• A week or so after sending a Thank You note, if you don’t hear from the interviewer, follow up with a phone call or email to say hello and restate your interest in the position.
• If that doesn’t work, then many experts advise you to move on.

REMEMBER:

• Treat the job search like a college course.
• Devote the time to follow up with a potential employer, since it could make all the difference in landing the job you want.
• DON’T GIVE UP!