



## Guide to Following up via Email or Letter

Following up after an application is a vital step in increasing your chance of landing an interview. When following up via email or snail mail, reference the template and examples below for an effective way to reach out to the hiring manager. If you choose to follow up via email, draft your correspondence within the body of the email itself (do not attach a separate letter) to ensure your message is easily read.

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Date

Hiring Manager Name, Title

Company

Address

City, State, Zip Code

Dear Mr. /Ms. Last Name: (**Tip:** Research the company on LinkedIn or Google to locate the hiring manager's name. If you can't find the hiring manager's name, address the letter to "Dear Hiring Manager.")

**First Paragraph:** Use the first paragraph to state that you are following up on a recently submitted application and you wish to check the status of your resume. Include the date of your application and where you found the posting. Mention your interest in the position you applied to and express enthusiasm.

**For Example:**

*I submitted an application on January 17, 2014 for the Sales Representative position with ABC Company, currently advertised on iHireSalesPeople.com. I would like to inquire about the status of this position, confirm receipt of my resume, and further express my interest in this exciting opportunity.*

**Second Paragraph:** Expand on your interest/desire to work for their company and explain why you are an excellent fit for the position. List your specific skills and how they relate to the job description. Be as specific as possible.

**For Example:**

*I'm very interested in working for your company and joining your accomplished sales team. I believe that I bring a unique set of skills that would make me an ideal fit for the position, including extensive outside sales experience, strong closing capabilities, and a track record of increasing revenue within competitive markets.*

**Closing Paragraph:** Thank them for their time and consideration. Let them know that you look forward to hearing from them soon and would love the opportunity to discuss your qualifications further in an interview. Include at least one form of contact information.

**For Example:**

*I would be glad to resubmit my application and resume if needed or provide any further information that might be helpful regarding my candidacy. I can be reached at 888-888-8888 or by email at first.last@name.com. Thank you for your time and consideration. I look forward to hearing from you.*

Sincerely,

Handwritten Signature (Eliminate if following up via email)

Typed Signature