



## Call Script for Following Up on Applications via Phone

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You applied to a great position but haven't heard back. Unsure of the best way to follow up on an application? Use the simple call script below when reaching out to the hiring manager via phone. By being straightforward and to the point, you'll portray interest in the position without coming off as a pest. Reference the subsections below for how to respond based on the answer you receive. **Note:** Wait one week after applying before following up and do not call more than twice in one week.

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"Hi <their name>. My name is <your name>, and I'm calling regarding a recent job application I submitted on XYZ date for the XYZ position. I'm very interested in the position and was wondering if a decision has been made?"

### If a decision has not yet been made:

- What is the time frame for filling the position?
- I would love the opportunity to discuss how my qualifications match your company's job description. Are interviews currently being scheduled?
- Do you need additional information from me for my application?

### If the position has been filled:

*Though this isn't the best news, be sure to end the conversation on a high note and leave the hiring manager with a positive impression of you. You may very well be applying to other opportunities with their company in the future.*

- I will continue to check your website/job board for future opportunities. Thank you for your time and consideration.
- If the chosen candidate does not work out or another position opens that I might be a good fit for, please keep me in mind. I'd love the opportunity to discuss my qualifications and how I can help XYZ Company reach their goals.

### If you are requested for an interview:

*Express enthusiasm and gratitude for the opportunity. Confirm next steps before ending the conversation.*

- Great, thank you! When would be the best day/time for me to come in?
- In addition to copies of my resume and references, are there any other documents I should bring to the interview?