

Following Up With Employers

Does this situation sound familiar? You're in the market for a new job and after conducting all your research, you send out 20 cover letters and résumés to potential hiring managers. Weeks go by and you wonder why not even one of those hiring managers has called you for an interview. What is the problem? If you want to succeed in finding a new job: follow up, follow up, follow up.

Why Follow Up?

Following up on job leads shows employers your interest in the company and position and gives you another chance to sell your abilities and skills. Some job seekers fear sounding desperate or annoying when making follow-up inquiries, but as long as you do it right, you will come across as interested, not desperate.

Tips for Following Up

Here are some useful guidelines to consider before you follow up with prospective employers.

General Tips

- Always make time to follow up all job leads, no matter how busy you are
- Follow up in a timely fashion -- usually a week to 10 days for regular job-searching, sooner for online applications
- Create a job leads list, so you have a record of your job search and follow up
- If you apply online for a position, consider also mailing a cover letter and résumé to the hiring manager to help you stand out over the other applicants
- Keep your follow up brief, to the point, and professional

- If you recently completed training, received an award, or earned some other recognition that would make you an even better candidate for the position, be sure to mention it in your follow up
- Continue following up regularly, but don't overdo it

When to Follow up In Writing and/or By Phone

- After you've sent your résumé to friends and acquaintances asking for their support during your job search
- After you've sent cover letters and résumés to an employer, regardless of whether they have a specific job opening
- After you've had a networking meeting
- After every interview
- When interviewers fail to call as promised
- After receiving a "rejection letter" for a specific job - to let them know you might be interested in other opportunities within the organization

Have Questions?

Georgia Department of Labor Career Centers are available to assist you with job leads and free access to Internet, copier, phone, and fax.

Locate an office near you at www.gadol.gov.



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When to Follow up In Writing and/or By Phone

- When you've told someone you will send him/her information
- When you need to clarify a point you discussed previously
- When you want to show appreciation to someone for assisting you in your job search by: referring you to someone, providing you with information, or giving you career management advice – even after you've landed a job

Phone Tips

- If you are nervous, consider writing a short script about what you want to say
- Keep a copy of your résumé nearby in case you need to refer to
- Make the phone call from a place where you can talk without distractions
- Do not follow up from your current place of employment
- Be prepared for a short screening phone interview by practicing answers to common interview questions
- End the conversation by thanking the hiring manager for his/her time and asking about the hiring timetable/next steps and possible interview

E-mail Tips

- Always address your email to the hiring manager
- Keep your email short and to the point - state your interest in the job and your key qualifications for it
- Be sure to spell-check and proofread your email before sending it
- Remember to check your email regularly
- Because email is such a one-way communication, it is difficult to know if your email has been read, consider asking for a phone number so you can then follow up by phone

Sample Follow-Up Letter to a Job Application

July 15, 20138

Mike Grant, Manager
XYZ Corporation
21 Independence Boulevard
Atlanta, GA 30311

Dear Mr. Grant,

I submitted a résumé earlier this month for the **Administrative Assistant** position posted on Indeed.com.

I am very interested in working at XYZ Corporation and I believe my strong organizational skills, attention-to-detail, and excellent customer service would be an ideal match for this position.

If necessary, I would be glad to resend my résumé or to provide any further information you might need regarding my candidacy. You may reach me at (555) 555-5555 or jsmith@address.com. I look forward to hearing from you and appreciate your consideration.

Sincerely,

Jane Smith

Following Up with Employers Websites

www.quintcareers.com

www.jobstar.org

www.employmentspot.com



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