

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 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 following up the online application by mailing a cover letter and résumé to the hiring manager. You will stand out over the other online applicants because few will also mail their information.
- 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 with someone
- 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?

There are 53 Georgia Department of Labor Career Centers. Each office is equipped with high-speed Internet.

Go to www.dol.state.ga.us to locate an office near you.



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- When you've told someone you will send him/her information
- When you failed to answer some question adequately during the interview and want to send a short response in writing
- 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 something on it.
- 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. If you are extremely confident, you could ask when you might expect an 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, and you don't really know if your email is even being 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, 2008

Mike Grant (Title)
CFX Corporation
21 Independence Boulevard
Atlanta, GA 30311

Dear Mr. Grant,

I appreciate the time you took yesterday to discuss the Administrative Assistant position you have available. I enjoyed learning more about CFX's products, practices, and internal structure.

As you requested, I have enclosed a copy of my résumé. I believe my experiences as a receptionist provided me with the knowledge and skills necessary to carry out the responsibilities and duties of an administrative assistant.

Additionally, you mentioned needing someone to assist you with training preparation and demonstration materials. I have completed and mastered tutorials provided by Lee's Programming that demonstrate my computer software skills. These skills are transferable and will enable me to assist where needed.

I would enjoy an opportunity to meet with you face-to-face to discuss my qualifications and background further. I look forward to hearing from you the first week of August as you indicated.

Sincerely,

Jane Doe

JD
enclosure

Following Up with Employers Websites

www.quintcareers.com

www.jobstar.com

www.employmentspot.com

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