

# **Cheat Sheet: Following Up with a Potential Employer**

## **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.

## **Cheat Sheet: Following Up with a Potential Employer Cont.d)**

### **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!