

Follow-Up Letter After Submitting a CV – Template & Samples

The Big Misunderstanding

Average applicants misunderstand this follow-up approach. They think, "I don't want to bother the interviewer they must be too busy." **WRONG thinking!** Some companies purposely wait one to three weeks to make job offers. They observe who follows up and how many times and who does not (especially in sales jobs). That is actually the real interviewing part. Average applicants don't do this. Top paid sales pros know the big sales (and jobs) are achieved in the follow-up.

If you don't hear back from within two weeks, it may be beneficial to follow-up. Employers and recruiters may prefer follow-up by email. If no email address is listed, try sending a note or calling. If neither email, address or a phone number are listed, or the posting says not to contact the employer, follow the instructions and don't follow up.

What to Ask

What are the next steps in the recruiting process? Will all candidates be contacted? Do you need any additional information about my candidacy? (Or briefly share new info that adds to your candidacy.)

If you plan to visit the company's location, mention the timeframe and your eagerness to meet – ask if it's possible to arrange an interview during your visit.

Remember that your work is not done once you finish the interview. You can't sit back and wait for the job offer, so consider these key rules and strategies for following-up your job interviews.

- **Do** ask at the end of the interview when the employer expects to make the hiring decision.
- **Do** be proactive and consider follow-up a strategic part of your job search process. Follow-up can give you just the edge you need to get the job offer over others who interviewed for the position.
- **Do** use these follow-up techniques to continue to show your enthusiasm and desire for the position, but **don't** make it seem as though you are desperate.
- **Do** obtain the correct titles and names of all the people who interviewed you. (Ideally, **do** get each person's business card.)
- **Do** write individual thank you notes or letters to each person who interviewed you -- within two business days. Each letter can be essentially the same, but try to vary each a bit in case recipients compare notes. **Don't** ever fail to send a thank you -- even if you are sure the job is not for you. And **do** write thank you notes after *every* interview.

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- **Don't** worry so much about hand-written versus typed thank you letters, but **don't** make a mistake by sending it through the wrong medium; make sure you know the best method of reaching the employer, whether by regular mail, email, or fax.
- In your thank you letter, **do** show appreciation for the employer's interest in you and **do** remind the employer about why you are the perfect person for the position.
- **Don't** ever have any errors (misspellings or typos) in your thank you letters.
- **Do** alert your references -- if you have not done so already -- that they may be getting a phone call from the employer.
- **Don't** stop job-hunting, even if you feel confident that you will get a job offer. **Do** continue to interview and attempt to find other opportunities.
- **Do** follow-up with a telephone call to the employer within a week to ten days (or sooner, if the employer had a shorter timetable) to ask about the position. And **do** continue to build rapport and sell your strengths during the phone call.
- **Do** be patient. The hiring process often takes longer than the employer expects.
- **Do** continue following-up, especially if the employer asks you to. Remember the adage about the squeaky wheel getting the oil. Just **don't** go overboard and annoy or bother the employer.
- **Don't** place too much importance on one job or one interview; there will be other opportunities for you.
- **Do** use other job offers as leverage in your follow-up -- to get the offer you really want.
- **Don't** burn any bridges if you do not get a job offer. And **do** try and turn the situation into a positive by bringing the interviewer(s) into your network, possibly even asking them for referrals to other contacts..

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Sample Follow up letter via e-mail

Subject Line of Email Message:

Programmer Position – Jane Doe Application

Email Message:

Dear Mr. /Ms. Last Name: *(if you have a name, otherwise omit this line)*

I submitted a CV earlier this month for the programmer position advertised in the *Times Union*.

I am very interested in working at XYZ Company and I believe my skills, especially my C++ experience at ABD company, would be an ideal match for this position.

If necessary, I would be glad to resend my resume or to provide any further information you might need regarding my candidacy. I can be reached at (555)555-5555 or jdoe@abcd.com. I look forward to hearing from you.

Thank you for your consideration.

Sincerely,

Signature

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Follow up letter template

Your Name
Your Address
Your City, State, Zip Code
Your Phone Number
Your Email

Date

Name
Title
Organization
Address
City, State, Zip Code

Dear Mr./Ms. Last Name:

Use the first paragraph to thank the interviewer for taking the time to meet with you. Mention your interest in the job and how enthusiastic you are about it.

The second paragraph of your follow up letter should include the reasons why you are an excellent candidate for the job. List specific skills that relate to the job you interviewed for. The more detailed you are, the more the interviewer will know about your qualifications.

The third paragraph (optional) can be used to mention anything that you didn't bring up at the interview that you'd like the employer to know. This gives you another chance to make a good impression, especially if you remembered something you should have said after the interview.

In your closing paragraph, reiterate your appreciation for being considered for the job and let the interviewer know you are looking forward to hearing from him or her soon.

Sincerely,

Your Signature

Your Typed Name

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Sample Follow up letter by post – A

Your Name
Your Address
Your City, State, Zip Code
Your Phone Number
Your Email

Date

Name
Title
Organization
Address
City, State, Zip Code

Dear Mr./Ms. Last Name:

It was very enjoyable to speak with you about the assistant account executive position at the Smith Agency. The job, as you presented it, seems to be a very good match for my skills and interests. The creative approach to account management that you described confirmed my desire to work with you.

In addition to my enthusiasm, I will bring to the position strong writing skills, assertiveness and the ability to encourage others to work cooperatively with the department. My artistic background will help me to work with artists on staff and provide me with an understanding of the visual aspects of our work.

I understand your need for administrative support. My detail orientation and organizational skills will help to free you to deal with larger issues. I neglected to mention during my interview that I had worked for two summers as a temporary office worker. This experience helped me to develop my secretarial and clerical skills.

I appreciate the time you took to interview me. I am very interested in working for you and look forward to hearing from you about this position.

Sincerely,

Your Signature

Your Typed Name

Follow-Up Letter After Submitting a CV – Template & Samples

Sample Follow up Letter by post – B

Mr. George Gilhooley
XYZ Company
87 Delaware Road
Hatfield, CA 08065

Date

Dear Mr. Gilhooley,

I submitted a letter of application and a resume earlier this month for the programmer position advertised in the *Times Union*. To date, I have not heard from your office. I would like to confirm receipt of my application and reiterate my interest in the job.

I am very interested in working at XYZ Company and I believe my skills and experience would be an ideal match for this position.

If necessary, I would be glad to resend my application materials or to provide any further information you might need regarding my candidacy. I can be reached at (555)555-5555 or jdoe@abcd.com. I look forward to hearing from you.

Thank you for your consideration.

Sincerely,

Your Name