



Following Up on Your Job Application

It can be very frustrating to **apply for a job** and after several weeks not hear anything back. You're not sure if the position has been filled, or if you're still in the running and the company is just slow in their interview selection process. Regardless, it doesn't hurt to find out. An email to the HR company, or the **hiring manager**, asking if the position is still available, will not only answer your questions, but it will show that you're still interested in the position (which is helpful if they are still looking).

Here are some Dos and Don'ts of sending a follow-up email.

Do: Introduce yourself in the email using the name that you used in the application.

Do: Explain that you applied for (specify the job title) with their company on (include the date) and by what means (i.e., email, online, in person, snail mail, etc.)

Don't: Act irritated or frustrated with the length of time they've taken to get back to you.

Do: Explain that you'd like to follow up on the status of the position, and that if it is still available, you're interested.

Don't: Use unprofessional wording, or acronyms. (Remember that you're sending a professional email, not one to a friend.)

Don't: Forget to include your contact information in the email.

Do: Wrap up the email by telling the addressee that you look forward to hearing from them, and the opportunity to interview with their company.

Do: Use spell check before sending the email. (Nothing diminishes credibility like a poorly written email.)

Don't: Send numerous emails to the company inquiring about the same position. (One is enough. If you still do not hear back from them, assume that the position has been filled.)