



# APPLICATION FOLLOW-UP EMAIL SAMPLE

*Sending a follow-up email to employers after you have submitted a job application supports your interest in their job opening. Follow-up communication should occur at least one-two weeks after an application has been submitted. Also consider making a follow-up phone call – picking up the phone can go a long way in making a connection and sometimes produces faster results.*

## **Application follow-up email:**

**Subject:** Application Follow-up from **Your First and Last name**

Dear Mr./Ms. **Last Name**,

I am following up on my recent application for the **NAME OF POSTION** at **NAME OF COMPANY**, which I submitted on **DATE**.

My interest in working for your company stems from my education at Wentworth Institute of Technology where I am studying **MAJOR**. Combined with my education, I have developed **X** and **Y** skills through my co-op experiences and lab work.

I welcome the opportunity to meet with you to discuss my background.

Thank you for your time and I look forward to learning the status of my application.

Sincerely,

**Your First and Last name**

## **Application follow-up phone call script:**

“Hello, this is **(INSERT YOUR NAME HERE)** calling to inquire about the status of my application for the **(INSERT NAME OF POSITION HERE)** job that I applied to several weeks ago. Is there any way you could share that information with me? If not, would you be able to share with me an updated timeline for the interview process?”

*Wait for response...*

“Thank you – I really appreciate you checking for me – have a great day.”