



## FLEXJOBS SAMPLES: HOW TO FOLLOW UP ON JOB APPLICATIONS

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Created by the *FlexJobs Career Coaching Team: Personalized Support, Resume Reviews, and More!*

### If you want to follow up via email or LinkedIn message:

Hello / Dear / Good Morning|Afternoon Ms. Harper,

I'm writing to follow up on the application I submitted May 7th for the Marketing Coordinator position with Brightbox Inc. and to reiterate how interested I am in talking to the hiring team about this particular position.

As was mentioned in the job description, you're in need of a proactive self-starter with great communication skills, and I hope this follow up serves as evidence of both. I also bring 3 years of related experience in marketing, and I'm truly excited about the work being done at Brightbox. It would be my pleasure to assist the marketing team in their efforts.

Thank you for taking time to review my application, I know the time and effort that takes. I look forward to hearing from you!

Best wishes,

Jacob Allen

### If you want to follow up by phone and are speaking to someone live:

Hello, this is [name] and I'm an applicant for [position].

***Wait for a response. Follow their lead but it may be appropriate to say something like this next:***

I wanted to make sure you received the application and see if there's any additional info I can provide. I don't want to interrupt or take up too much time though!

***Then, let them respond – they'll let you know if they have time to talk. If you choose this route, be prepared with 2-3 short, specific questions or points of conversation. Be brief, thank them for their time, and follow their lead on the conversation.***

### If you want to follow up by phone and are leaving a voicemail:

Hello, this is [name]. I'm following up on the application I submitted on [date] for [position]. I wanted to reiterate my interest in the role and tell you I'm more than happy to clarify or expand on any of the info I sent. If you'd like to call me back, my number is \_\_\_\_\_. Thank you so much for your time and have a great day!