



Follow-up All Job Leads

Aggressively follow-up all job leads. This shows prospective employers your interest in the company and position and gives you another chance to sell your qualifications. Choose a follow-up method (either phone or e-mail), review the tips listed below and get moving towards a more successful job-search!

General Tips:

- ★ Always follow-up all job leads, no matter how busy you are
- ★ Follow-up in a timely fashion - usually a week to 10 days for conventional job searching, sooner for online applications
- ★ Create a job leads log; a record of your job-search and follow-up activities
- ★ If you apply online, follow-up by sending a cover letter and your résumé to the hiring manager
- ★ Keep your follow-up brief, to the point, and professional
- ★ Focus your follow-up around your fit with the position and organization and your USP (unique selling point). Ask the hiring manager if they need further information.
- ★ Mention any recent training, awards or other recognition
- ★ Continue following-up regularly, but don't overdo it.

By Phone:

- ★ Develop a short script outlining your fit with the job, knowledge of the company and USP
- ★ Keep your résumé nearby
- ★ Call from a place without distractions; not your current workplace
- ★ Practice answers to common interview questions
- ★ Thank the hiring manager for their time and ask about the hiring timetable/next steps. If you are extremely confident, you could ask when you might expect an interview.

By E-mail:

- ★ Always address it to the hiring manager
- ★ Keep it short and to the point. Simply state your interest in the job and your key qualifications.
- ★ Spell-check and proofread before sending
- ★ Check your e-mail in-box regularly
- ★ Ask for a phone number so you can follow-up by phone.

Following up is truly is one of the keys to job-search success.