

## **Professional Follow Up Techniques After Submitting Cover Letter And Resume To A Job Description**

**After submitting a cover letter and resume, following up professionally is key to showing continued interest in a job and distinguishing yourself from other candidates. However, this step needs to be done with tact to avoid coming across as impatient or pushy. Here is a detailed guide on effective professional follow-up techniques, covering timing, content, and approach to ensure a positive impression on potential employers.**

### **1. The Importance of Following Up**

**Following up is more than just a courtesy—it can significantly impact your chances of securing an interview. Many job seekers send their applications and passively wait for a response, but employers often appreciate candidates who are proactive and engaged. A follow-up shows that you are genuinely interested in the role and are serious about contributing to the company. However, it's essential to strike the right balance between being persistent and polite. A well-timed follow-up can also serve as a reminder, ensuring that your application isn't lost in the shuffle.**

### **2. When to Follow Up**

**Timing is crucial when it comes to following up after submitting your resume and cover letter. You don't want to appear overeager, but you also don't want to wait too long and risk the employer moving on. A general rule of thumb is to wait about 7-10 business days after submitting your application. This gives the employer enough time to review your materials without feeling rushed. If the job posting provides a deadline for applications or mentions that they will reach out by a certain date, it's best to respect that timeline and follow up accordingly.**

**If, after following up, you receive no response, it's appropriate to wait another 7-14 days before following up a second time. Any additional follow-ups beyond this should be handled delicately, as too many attempts can give off the wrong impression.**

### **3. How to Follow Up**

**The follow-up method you choose can depend on how you initially submitted your application. Here are a few common approaches:**

#### **a. Email**

**Email is often the preferred method for professional follow-ups. It allows you to provide a clear, written record of your communication and is less intrusive than phone calls. When crafting your follow-up email, ensure it is concise, polite, and free of grammatical errors. Here's a sample structure:**

**Subject: Follow-Up on [Position Name] Application – [Your Name]**

**Dear [Hiring Manager’s Name],**

**I hope this message finds you well. I wanted to follow up regarding my application for the [Job Title] position that I submitted on [date]. I remain very interested in this opportunity and would appreciate any updates you can share regarding the hiring process.**

**If you need any further information from me, please feel free to contact me. I look forward to the possibility of discussing how my background, skills, and experience align with the goals of your team.**

**Thank you for your time and consideration.**

**Best regards,  
[Your Full Name]  
[Your Phone Number]  
[Your LinkedIn Profile or Portfolio URL, if applicable]**

**In this email, you’re reaffirming your interest, politely asking for an update, and offering further assistance—all in a professional manner.**

**b. Phone Call**

**If you have a phone number for the hiring manager or HR department, you might consider calling to follow up. Before making the call, plan out what you want to say. Be brief, polite, and ensure you don’t sound impatient or demanding. A phone call may also allow you to build a more personal connection with the person handling your application.**

**Here’s a sample of how you might handle a follow-up call:**

**“Hello, this is [Your Name]. I’m calling to follow up on my application for the [Job Title] position that I submitted on [date]. I’m still very interested in this role, and I was wondering if there are any updates on the hiring process. I would be happy to provide any additional information if needed.”**

**c. LinkedIn Messaging**

**If you applied through LinkedIn or if you’ve connected with the hiring manager on LinkedIn, sending a brief message through the platform can be effective. LinkedIn messages should be even more concise than an email since they are typically read more quickly.**

**Here’s a simple message you could send:**

**“Hi [Hiring Manager’s Name], I hope you’re doing well. I recently submitted my application for the [Job Title] position and wanted to follow up to express my continued interest in the role. Please let me know if you require any further information. Thanks for your time!”**

**LinkedIn messages should avoid being overly formal since the platform encourages professional but conversational tones.**

#### **4. What to Say in a Follow-Up**

**While the structure of a follow-up is relatively simple, it’s important to craft your message thoughtfully. The key points to address include:**

**Reiterate Your Interest – Make it clear that you are still enthusiastic about the role.**

**Provide a Gentle Reminder – Without being pushy, remind the employer that you’ve already submitted your application and are awaiting a response.**

**Offer Additional Information – Let the employer know that you are available to provide any further details or clarification they may need to advance your application.**

**Be Polite and Professional – Regardless of how frustrated or anxious you might feel, always maintain a polite and professional tone. Any sign of impatience could damage your chances of being considered.**

#### **5. Common Mistakes to Avoid**

**It’s important to be mindful of what not to do when following up. Here are some mistakes to avoid:**

**Following Up Too Soon: Employers need time to review applications. Following up too quickly may make you seem impatient.**

**Being Pushy or Aggressive: A follow-up should be polite and respectful. Pressuring the employer for a decision will likely reflect poorly on you.**

**Making Demands: Don’t insist on an interview or a response. The decision timeline is ultimately up to the employer.**

**Failing to Proofread: Spelling and grammatical errors can be detrimental, so double-check your message before hitting send.**

**Over-Communicating: Reaching out too many times can become annoying. Stick to one or two follow-ups unless the employer responds and engages in further conversation.**

#### **6. Following Up After an Interview**

If you've had an interview, the follow-up process changes slightly. It's still important to follow up after the interview to thank the employer for their time and reiterate your interest in the role. A follow-up email should be sent within 24 hours of the interview. Here's a sample:

**Subject: Thank You – [Position Name] Interview on [Date]**

**Dear [Interviewer's Name],**

**Thank you for taking the time to meet with me to discuss the [Job Title] position. I enjoyed learning more about the role and your company, and I am even more enthusiastic about the opportunity to contribute to your team.**

**Please let me know if you require any additional information to move forward in the hiring process. I look forward to hearing from you.**

**Best regards,  
[Your Full Name]  
[Your Contact Information]**

**This email should be short and to the point, expressing gratitude and reinforcing your interest.**

## **7. Handling Responses to Follow-Ups**

**There are several possible outcomes to a follow-up:**

**A Positive Response: If the employer responds positively, acknowledge their message and continue to engage professionally.**

**No Response: If you receive no response after your first follow-up, it's generally acceptable to follow up one more time. After that, it's best to move on without badgering the employer.**

**A Negative Response: If you receive a rejection, remain professional. A polite response thanking them for their consideration can leave a positive lasting impression, which could open doors in the future.**

**Following up after submitting a resume and cover letter is an essential step in the job application process. It shows your interest in the role, keeps you top of mind for the hiring manager, and can even clarify where you stand in the hiring process. By following the outlined techniques—timing your follow-up correctly, using the right medium, and maintaining professionalism throughout—you'll greatly enhance your chances of making a positive impression and securing an interview.**

Source: <https://christianjobnet.com>