

Sample Resume/Cover Letter Follow-Up

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Logan, UT 84321
(435) 777-7777
Myemail@yahoo.com
January 27, 20xx

Mr. Bryan Robinson
Baylee Financial
5687 Commander Circle
Denver, CO 98483

Dear Mr. Robinson

On April 6, 20xx, I applied for the financial analyst position that was posted on *Career AGGIE* at Utah State University. I wanted to confirm that you received my resume and to reiterate my interest in this position. As a reminder, I will graduate this May with my BS degree in finance from the Huntsman School of Business at Utah State University. To this position I can contribute the following:

- *Internship experience with Bosch in Germany as a financial analyst supporting merger and acquisition projects
- *Excellent understanding of ratio analysis, quantitative modeling, and market share analysis
- *Leadership experience as president of the Finance Club – increased membership by 22%
- *Initiated the development of a streamlined database to manage high net-worth clients

I have attached an additional copy of my resume for your review and am excited to discuss my ability to contribute to the dynamic work environment at Baylee Financial. Please contact me at the telephone or email listed above to schedule an interview.

Sincerely

James Gordon
Attachment

Sample Interview Follow-Up (EMAIL VERSION)

Omit return address and date when emailing

Omit inside address when emailing

Dear Dr. Bryan:

Thank you for interviewing me yesterday for the associate engineer position. I enjoyed meeting you and learning more about your research and design work. My enthusiasm for the position and my interest in working for Atlantic Engineering Systems designing hydraulic systems were strengthened as a result of the interview.

My education and internship experiences fit nicely with the job requirements, and I can be immediately effective given my CAD and hands-on mechanical skills. I neglected to mention in the interview my membership in the Society for Women Engineers at Utah State University. As a member of this student organization, I have gained valuable leadership skills and participated in a variety of community service activities.

I want to reiterate my strong interest in the position and in working with your staff. You provide the kind of opportunity I seek and I would be happy to meet with you again. Please feel free to call me at the phone number or e-mail address above if I can provide any additional information. Again, thank you for the interview and your consideration.

Sincerely,
Omit handwritten signature when emailing

Jane Hancock

Research shows that only 3 of 10 applicants follow-up appropriately. Whether you are following up after having an interview, submitting employment documents, or meeting a new contact, use the following steps:

Steps to Follow-up

Immediately after any meeting make some notes about what occurred. Follow-up as soon as possible with a thank you (email, telephone, handwritten note, or typed letter). Any written messages should contain no grammar, spelling, or format errors. Keep your communication brief and professional. Make sure to obtain business cards so spelling/titles are accurate. The following are suggestions for effective follow-up by type of encounter:

Interviewing

Consider the following questions:

- Who did you meet?
- Why can you do the job?
- What does the job entail?
- What went poorly? Why? Did you neglect to discuss key qualifications/skills?
- What is the next step in the selection process?
- What skills/experience was the interviewer visibly impressed by?

Networking

- Remind the contact how and when you met.
- Emphasize any key skills you can contribute to the workplace.
- Use success statements to SHOW not TELL the employer you are a great match for the position (**see Building Effective Success Statements/Bullet Points, pages 20-21**).
- Ask for a meeting and/or a referral to another potential contact.

Employment Documents

Successful job applicants follow-up their cover letters/resumes and online applications within a week. When asking for a meeting in your cover letter, which is recommended, you should include a follow-up time frame. You **MUST** contact the employer if you say you will; otherwise, you show a lack of follow-through and enthusiasm for the position.

- Experts advise making three to five attempts to reach the employer.
- Add the employer to your network/contact list, even if you are not selected for an interview.
- Ask for tips on improving your cover letter/resume and interviewing skills.

For assistance in writing effective, customized follow-up messages and other employment documents, see your Career Coach.