

Follow up correspondence

Send an email:

Hello [Hiring Manager's Name]

Last week, I applied for the position of [position title] at (company name). The closing date was (insert date) and I haven't had any response to my application as yet. Please could you let me know your decision timeline regarding this job role?

I am very enthusiastic about the prospect of joining your company/team and feel I'd be a great fit for the role as I hope my application demonstrates.

Please let me know if you need any more details about my application. I look forward to the opportunity of an interview so I can demonstrate my compatibility with the role you are recruiting to.

Kind regards

Make a phone call:

Hello [Hiring Manager's Name], my name is [Your Name]. I submitted my application for the [XYZ] position two weeks ago. I just wanted to make sure you received it and to let you know that I'm still very interested in the position.

If you need any additional information, please let me know.

The conversation will flow from here...