

Follow Up Letter Help

Many executives and hiring managers are busy. They may have failed to select and notify candidates within one or even two months of posting an employment ad. Don't let this deter you. If you applied for a job, follow up. Make them tell you they rejected you. Never assume they did.

A short follow up letter mailed 3 weeks after submitting a resume will differentiate you from other candidates and suggest to hiring managers that you are unusually interested in the position. A good follow up letter will:

- Remind the employer of your résumé.
- Express your continued interest in the position.
- Help you stand out from other applicants.