

## Network to Work Meeting

Resource Materials - December 2015

### Tips for Following-Up in Your Job Search

There are a number of events in your job search when you should follow up. Here we will look at each one and discuss how to follow up and give some examples you could use as models in your own job search activities.

#### Job Search Follow Up:

For each of these types of types of job search events, let's look at how we might follow-up.

1. What could you do to follow up on a **job lead**?

- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

2. How could we follow up with **people in our network**?

- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

Example:

*Hi [contact's name],*

*It was nice to meet you at \_\_\_\_\_. Thanks for the job lead at XYZ company – I sent them a resume yesterday. I found an article that talks about the best companies to work for in VT which I thought might interest you (see attachment). If you have time in the coming weeks, I'd love to take you to coffee and hear more about [topic previously discussed.]*

*Thanks,  
[Your name]*

What are the good points in this note?

- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

3. How could we follow up on a **job application**?

- \_\_\_\_\_
- \_\_\_\_\_

Example:

*Mr. Moore,*

I recently submitted an application for your company’s inventory specialist position and just wanted to confirm that you received it. If the position is still open, I would like to again express my interest in working with you at XYZ Company.

I feel sure my diverse skills and qualifications will make me an asset to the warehouse team. In addition, I’m also a stickler for details.

If necessary, I would be happy to resend any application materials or to provide any further information you might need. I can be reached at (555) 555-5555 or janejones@abcd.com. Thanks again for your consideration

*Sincerely,  
Jane Jones*

What are the good points in this note?

- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

4. How could we follow up after an interview?

- \_\_\_\_\_
- \_\_\_\_\_

Example:

Dear Ms. Smith

Thank you so much for taking the time to discuss the \_\_\_\_\_ position at XYZ company with me. Job interviews can be nerve racking, so I appreciate your efforts to put me at ease.

I was very impressed with XYZ's senior facility. I would love to bring my previous experience, care-giving skills and passion for helping others to your department. I am convinced the knowledge, skills, and experience I've already achieved make me an excellent candidate for the job.

I look forward to hearing from you regarding your hiring decision. Thank you again for your time and consideration.

Sincerely,

Ana Jones

What are the good points in this note?

- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

Here are some suggested points to make when you are writing your own thank you note following an interview. Your own letter should be personal, and contain specifics about your interview and your thoughts about the company and job.

- Specific things about the company or interviewers that stood out
- Parts of the job/company that appealed to you most
- Values that you share with the company
- **How you would be a great fit for this job**

**Bonus Resource:** Excellent material from a previous Network to Work meeting can be found on the A4TD website. Go to [www.a4td.org](http://www.a4td.org) and click on the "Portal" link (password is "a4tdtraining"). Then click on "Resources". Next, click on "Job Readiness Training", then click on "Interviewing". Near the bottom of the page is a link to "Tips for Following up"