

How to Follow-up with an Employer

Follow-up Email

Dear _____:

I received your letter telling me that it is too early to determine if there will be any management trainee positions available with your company next spring.

Because of your industry leadership role and the outstanding reputation enjoyed by your training program, I am very interested in being seriously considered for a career entry opportunity with (*organization*).

I will, therefore, telephone you on or about (*date*) to determine if you will be selecting any candidates next year for your program.

I am pleased you are retaining my resume in the interim. Please let me know if there is any additional information or documentation you require from me.

Sincerely,

Your name

Follow-up of Interview

Dear _____:

Thank you for the opportunity to visit your office yesterday and to be interviewed by several of your managers at that time. The day was very hectic, but extremely informative and only intensified my wish to be one of the candidates selected for your Management Training Program this year.

I realize that your selection procedure requires that you have second interviews with all candidates who clear your campus screening process before you make a final choice of those who will receive offers. Accordingly, I will not expect to hear from you concerning my candidacy for three to four weeks.

As you suggested, attached is your travel expense form on which I have detailed the expenses I incurred in conjunction with my visit. I look forward to hearing from you next month and I earnestly hope that I will be one of the applicants receiving an offer of employment from you.

Sincerely,

Your name