Ten Steps to Success

Step Seven: Follow up, Follow up, Follow up

Be polite, persistent, and patient. Call to confirm whether emails and attachments were received, to determine what you should do next, and when you should take all steps. Alternate activities; following an email with a call; a call with an e-mail, and so on. Update all involved about progress, good news as well as bad, and ask for advice regarding next steps and for support. Don’t call if you have been told not to do so, but you can have others support your candidacy with their own emails and queries to potential internship, research and shadowing hosts. Use e-mail whenever possible. It’s usually easier to clarify your thoughts in written form and you can transmit your messages during “off hours,” when you have time to clearly project questions or convey appreciation. Email thank you notes are the most common form of post interview follow up, but you should continue to build relationships with prospective employers and reinforce existing networking relationships via well crafted series of e-mails and phone calls. Enthusiastic and upbeat questions and comments are much more effective than impatient and demanding inquiries. Be sensitive, persistent, and polite, but don’t pester. Follow up with “contacts” appearing on postings, as well as those in your network to facilitate interviews as well as offers. Follow up communication are also critical during post offer analysis and negotiation. Typical follow up emails might include:

I received confirmation that my application for a NAME INTERNSHIP POSITION with NAME COMPANY was received. Any advice regarding how I can enhance my potential to be interviewed for this position (or a related internship) would be appreciated. While a phone interview would be easy to schedule, keep in mind that I do make pre-commencement interview trips to NAME CITY. In fact, could we meet on DAY AND DATE or DAY AND DATE when I next visit? Insights regarding how I could convince you and your colleagues that I am worthy of an interview would be well received.

While it has been a few weeks since my initial contact, my interest in a formal employment interview for an internship, or informal information conversation remains very, very strong. Perhaps you can assist me? Upon review of the attached copy of the resume and cover letter originally submitted, perhaps you would refer me to someone to whom I could speak about my interest in NAME FUNCTION internship? Any consideration, referrals or advice regarding how to gain an interview with and, ultimately, and offer from NAME FIRM would be most welcomed.

Although disappointed to learn I am no longer being considered for NAME INTERNSHIP, my interest in serving as an intern at NAME FIRM remains extremely strong. After you review the accompanying copy of the resume and cover letter originally submitted, perhaps you might share feedback regarding my candidacy and whether an interview can be scheduled? Your thoughts and counsel as I continue to pursue this opportunity would be much appreciated.

Just checking on the status of my candidacy for NAME INTERNSHIP. My interest in this, as well as other intern opportunities at NAME FIRM remains strong. After you review the resume and cover letter originally submitted, and attached, perhaps you might share feedback regarding my candidacy and whether an interview can be scheduled? Your thoughts and counsel as I continue to pursue this opportunity would be much appreciated.

These “excerpts” are not complete communiqués. Have drafts of follow up communiqués critiqued and approved by a counselor until you are confident to proceed independently.

To nurture and support follow up efforts. . .

- Discuss follow up techniques with a counselor and, whenever you have a quick question, email or call.
- Have follow up communications critiqued by a counselor, until you are confident of your independent efforts.
- Sometimes follow up emails from “advocates” to potential employers pre- and post-interview expedite desired outcomes.