

Set Yourself Apart When Applying for a Job: Quick Tips on Resume Submission Follow-Through

1. When responding to a job posting, write a cover letter tailored specifically to that job's requirements and explain how your background, experiences and skills line up with the needs of the position and company. Send your electronic documents in PDF version (properly labeling them with your full name and the job title of the position to which you are applying) with a specific subject line (i.e., your name and the position title). Keep the body of the email professional and to-the-point as to your interest in the particular position and company, and reference your attached application materials.
2. If you have the choice of sending your resume and cover letter to an actual person's email address or a generic website like jobs@company.com, always opt to send your documents to a person. In addition, make the extra effort to address your resume and cover letter to a specific person's name, as opposed to "To Whom It May Concern". Oftentimes, however, employers will have you submit your materials through an online application process. Be sure to follow the exact instructions they specify to apply successfully to the given position.
3. Now that your resume and cover letter have been sent or submitted online, call or email the Human Resources representative within 1-2 weeks to confirm they have received them (do watch, however, if the application instructions mention if following up by phone is not acceptable). Remember that persistence (a professional amount of it, that is) oftentimes pays off as it shows interest on your part. Call and leave a message or email to say that you are seeking confirmation of the receipt of your resume and cover letter, and to express your interest in the company and opportunity. If you do not receive a call or email back, wait a little while (1-2 weeks) and then follow-up again. Be sure to say that you understand that they are busy, but you are simply wanting to follow-up on the status of your application.
4. When the HR representative confirms that he or she has received your resume, consider responding in the following ways:
 - a. Thank them for confirming the receipt of your resume. Add the fact that you are very interested in the company and position.
 - b. Ask if you could take a few moments to ask some questions about the position (you should ask a few specific questions about the organization and position).
 - c. Ask if they have begun setting up interviews yet for the position and inquire about their timeline.
 - d. Mention that you hope to be offered an interview to share more about yourself and why you believe you would be an ideal fit for the position.
 - e. Thank the person for his/her time.
5. Prepare for the interview by taking time to research the company. One of the biggest mistakes that recruiters see while interviewing students is that not enough time went into researching the position and organization ahead of time.
6. After your interview, be sure to send a thank you note – either handwritten or via email. Use the opportunity to not only thank the people involved in the interview for their time, but to also reiterate your interest in the position and the strengths you possess that would make you a strong candidate for it.
7. Wait to hear back from the employer. If you do not hear from the employer for a couple of weeks or within the timeframe they mentioned that they would connect with you, again follow-up with a phone call or email showing respect for their time and professional courtesy. You will hopefully be asked to come back for another round of interviews (depending upon their process) or be offered the position by phone or email.