

## Follow-Up Email after Submitting an Application

**[Subject Line:]** Follow-up to online application for the [job title] position

Hello, \_\_\_\_\_,

I am contacting you because I submitted my resume for the [job title] position [(requisition number xxxx)], and I am extremely interested in the position. I believe my skills and experience are a great match for the job, and I would like the opportunity to speak with you about my candidacy.

For your convenience, I have attached a copy of my resume. Please let me know if you have some time this week to speak with me.

Thank you in advance for your time.

Sincerely,