

How to follow up your offer /proposal in professional way

- **Don't just sit there, follow-up**

Once your Proposal is submitted, keep your eye on the ball. Check your My Jobs page or Watch List daily for status updates on your potential project. The client may be asking for additional information. If you change your mind or earn another job and can't fit this project into your schedule, be polite and withdraw your bid. You may well come across this client again, and they'll remember your courteousness.

- **Don't just sit there, send more Proposals.**

Although you want to be selective in the jobs you set your sights on, you also want to make sure you cover all of your bases. Your first Proposal is just the beginning. Once that Proposal is submitted, start the process over and find another job that's perfect. As you build your online work reputation at oDesk you'll want to give yourself lots of opportunities.

- **Waiting is the hardest part**

Waiting to find out if you got a job is never easy, but it's important to give the client time to finalize their decision. You can get an idea of their progress by checking the job post to see how many candidates have been interviewed and if the job is still open.

If you don't receive a response, you can withdraw your application and find other jobs.

- **Send a brief note letting the client know that would love to work with them**

Before withdrawing your application, we recommend sending a brief note letting the client know that you are moving on to other opportunities, but would love to work with them in the future.