Follow-Up Letter after Submitting

A resume

Email Message:

Dear Hiring Manager ,

I hope all is well. I know how busy you probably are, but I recently applied to the [position title] position, and wanted to check in on your decision timeline. I am excited about the opportunity to join [company name] and help [bring in new clients / develop world-class content / anything else awesome you would be doing] with your team. Please let me know if it would be helpful for me to provide any additional information as you move on to the next stage in the hiring process. I can be reached at (555)555-5555 or [jdoe@abcd.com](mailto:jdoe@abcd.com). If I don’t hear back from you within 5 business days I will follow-up via a phone call to check the status of your hiring process.

I look forward to hearing from you,

Sincerely,

[Your name]