

How to chase up a job application

You see an advert for the perfect job and eagerly apply...

But then days go by and you don't hear anything back....
This is a frustrating reality for a lot of job seekers, but it doesn't mean you should give up.

Sometimes a polite follow up is enough to spark interest in your CV and reignite your application

Just because you haven't received a call back, doesn't mean you're not right for the role.

Your CV may have just been missed or sitting unopened in an overflowing inbox.

So here's how to follow up on applications and get noticed without being too pushy.

Leave it a few days

Chasing an application too soon can seem a little bit forceful so don't jump in too soon

I personally think about 3-5 days is long enough to justify the need to chase up.....

Find the recruiter's email address or LinkedIn

When you have applied for a job via a job website you should get a confirmation email that contains the recruiters contact details.

If the email contains the recruiter's direct email then great, you can use that.

If not, you can look their name up on LinkedIn or the company site.

And if you really can't find any direct method of contact – just use the company's generic mailbox

You could also attempt to find the hiring managers details through the same methods, that will give you a direct route to the decision maker.

Send a polite email like the templates in this pack

Use the email templates in this pack to make quick and effective chaser emails, and start pushing your applications closer to interview.