



CAREER SERIES · 7 OF 7

How to follow up after applying.

Stay professional while you wait.

Swipe →

HOW TO FOLLOW UP AFTER APPLYING

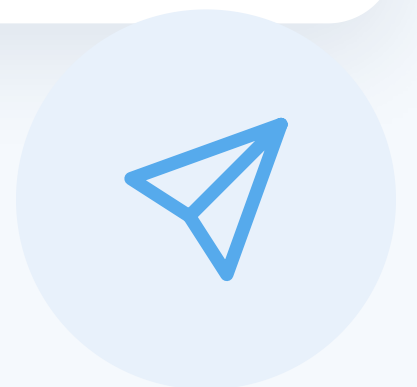
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of 06

Keep a list of your applications

Write down the job, organisation, date you applied and the deadline, so you never lose track.

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HOW TO FOLLOW UP AFTER APPLYING

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Give them time

Most organisations start shortlisting after the deadline. It can take 2–4 weeks.

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HOW TO FOLLOW UP AFTER APPLYING

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Read the advert first

If it says “only shortlisted candidates will be contacted”, don’t follow up. If not, one polite email is fine.

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HOW TO FOLLOW UP AFTER APPLYING

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Send one short, polite email

About two weeks after the deadline.

EXAMPLE

"I applied for the Finance Officer position on 10 October and remain very interested. I would be grateful for any update."

HOW TO FOLLOW UP AFTER APPLYING

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Say thank you after an interview

Send a short thank-you email within 24 hours. Few candidates do it, so it gets noticed.

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HOW TO FOLLOW UP AFTER APPLYING

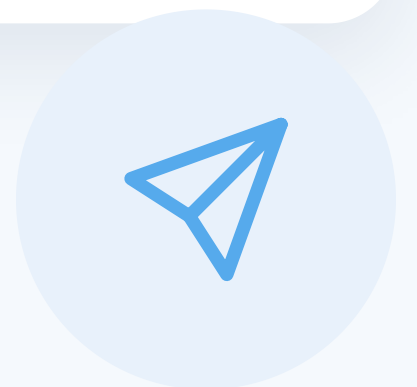
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Not selected? Keep going

Thank them, ask for feedback if you can, and keep applying. Every application makes you better.

Swipe to finish →





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