



I've submitted my resume....now what?

You've just submitted your resume to a job posting or a classified advertisement...now what? As a job seeker, you need to assume that the employer is getting plenty of other resumes so give him or her time to respond. The amount of time you want to give will vary. If you have applied for a highly skilled position that only a select few could fill, expect to be contacted within a week, but if you've applied for a very general position, it might take several weeks before you hear anything.

First and foremost, don't get too excited about any one position. On paper it may seem like the job was created for you, but in reality the employer may be looking for someone completely different. Keep your job search going. Don't lose any momentum, the more you have in the pipeline the greater your chances for being a successful job seeker.

With that said, if you are truly qualified, you should always follow-up on the resumes you send. By following-up, you are setting yourself apart from those who do not, and are showing interest in the position. This is a better option than sitting, waiting and hoping that someone will call you.

Most employers and recruiters prefer follow-up by email. If no email address is listed, try calling the hiring manager to inquire about the status of your resume. You can also ask about when they plan on making a decision on whom to interview. If you can't reach the hiring manager, at least follow-up with a note to the same place you applied.

If you still don't get an answer, send another letter or email and be sure to include a copy of your resume. Restate the position you applied for, and when. Make sure to include your interest level as well as inquiring about where the employer is in the hiring process.

Keep in mind that when you submit your resume, you are starting the process of marketing yourself to a potential employer. Always keep your communications professional, never showing frustration with the employer.