

# Leaving a Voicemail When Following Up for an Interview

# Make sure you include:

* Your full name
* The date and time you interviewed
* The position you interviewed for
* The purpose of your follow-up call
* A callback number
* An action you would like them to take (i.e. if you would like them to callback with a response to your follow-up)

# Example:



Hello, this is (your name) calling. I interviewed for the marketing position on February 18th. I enjoyed talking with you and your team and think that I could serve you well in that position because of my recent completion of my marketing diploma. You had mentioned that you expected to make a decision yesterday. I am calling to check on the process and to see if you made a decision already. You can reach me at (phone number) to let me know. I look forward to hearing from you. Thank you.