## **JobTIPS**



## **KEYPOINTS- Following Up By Phone**

When you contact a potential employer by phone, here are the points to include in your conversation:

- 1. First, thank them again for giving you the opportunity to interview.
- 2. Express your interest in the job.
- 3. Politely ask when they might make a decision about who they are going to hire for the position.
- 4. Thank them again for their time.