

JobTIPS



Script for leaving a message:

Hi, this is (insert your first and last name)_____.

I applied for a position with (insert company name)_____.

I wanted to follow up to find out if my application has been reviewed yet.

I am very interested in working with your company.

Please feel free to contact me by phone or email at your convenience.

My telephone number is _____.

My email is _____.

I look forward to hearing from you soon. Thank you very much for your consideration. Goodbye.