

- Identity yourself (*"Hi, this is first and last name"*).
- Say the job you interviewed for or applied for, and the date you interviewed or applied.
- Say that you are very interested in this position.
- Say that you wanted to find out if a hiring decision has been made or when one might be made.
- Express appreciation for any information the person might be able to provide.
- Leave your phone number and email address.
- Say *"Goodbye."*