**Email response if you dont hear back about a job you applied to**

A person wearing a white shirt

Description automatically generated

If you have applied for a job and not heard back, you can send the below email to check in and make a good impression while doing it.

Subject: Eager candidate for the [Job title] position

Dear [Name]

I recently applied for the [Job Title] position in your department. I wanted to reach out personally and let you know how excited I am about this opportunity.

I submitted my application on [date submitted], and I haven't been contacted about next steps.

I understand that you're very busy and you still may be at the selection process but I also know that the applicant pool for a great organization like yours would be very competitive so it's possible you have gone ahead with other candidates.

I would love to know if I am still in consideration and if not, I would appreciate any feedback you'd be willing to give on my resume or experience so I can continue to improve for future opportunities.

Thanks so much

(Your Name)