**Application Follow up Template**

Customize these messages for a role you’ve already applied for. Send a follow-up message to both the recruiter and hiring manager immediately after applying online

**Message for HR or Recruiter:**

Hi Ben,

I wanted to introduce myself as I applied to the UX Designer opening on August 24, 2020. PayPal is a top company on my short list of companies I admire because as a consumer, I find it my number one method of secure payment for all of my online transactions (and I make a lot!). I stumbled across your profile during my research and I hope you don’t mind me reaching out.

Regardless of the outcome of my application, I wanted to share my resume and a quick snapshot of what I can help PayPal with:

● 5 years of UI/UX experience; decreased abandoned cart checkout by 12%

● Strong proficiency in wireframes and 5 years of experience with Photoshop and Illustrator

● Recognized as go-to liaison between UI/UX design team, engineers, and product managers; presented at town hall meetings with over 500 employees.

If you’re ever looking for a UI/UX Designer to help improve customer’s experiences and increase conversions at PayPal, I’d be grateful for an opportunity to learn more about what successful hires look like at PayPal in case there’s a need today or in the future. Please feel free to check out my portfolio in my signature line and let me know if you have any questions.

Thanks,

Mehmet

**Message for Hiring Managers:**

Hi Ben,

I wanted to introduce myself as I applied to the Corporate Trainer posting on September 2, 2020. I wanted to introduce myself as I’ve been following Tesla very closely over these years since I heard the Model 3 would be poised for an affordable entry-level point… I’m hoping to be an owner next fall!

I know your organization has grown to over 3 corporate locations in the US and are in 8 other countries. As your company continues to grow, I can imagine how important it is for all employees to be educated and informed of the latest updates and internal policies. I’d love to learn what your biggest challenges you’re facing in Learning & Development are in case I can provide support. Most recently for Target, I built a new training platform from the ground up and rolled it out to over 3,000 employees. This led to a 99% customer satisfaction level on our latest survey and a drop in complaints and unresolved ticket issues.

Regardless of the outcome of my application, I’d like to connect when appropriate as I’m always looking to connect with other professionals who are passionate about learning & development in case I can support you today or in the future.

All the Best,

Mehmet