

## Requesting action

Close your letter professionally and set yourself apart from other applicants by taking the initiative to show an employer you are serious about the position.

### Tips

- Tell the potential employer where you can be reached.
- Tell them that you would like to follow up and schedule an interview.
  
- Indicate a date and approximate time (i.e. morning, afternoon) when you will be making a call to follow-up on your application.
- Make a note on your planner, calendar or job search log so that you remember to call the employer as promised.

### Sample requests for an interview

1. I will be calling you on \_\_\_\_\_ morning to confirm that you received my resume and answer any questions you may have. I look forward to speaking with you.
2. I would be very interested in talking with you. If you feel that my qualifications might meet your needs, please contact me at \_\_\_\_\_. If I do not hear from you within a week, I will call your office on Monday, February 16, to follow up on my application.
3. I look forward to discussing my relevant experience in a personal interview. At such a time, I could provide you with several references attesting to my skills and job performance. Feel free to call me at \_\_\_\_\_ or email me at \_\_\_\_\_.
4. I will be in Kahalui at the end of this month, and I would like very much to talk with you concerning a position with your company. I will follow up this letter with a phone call in three days to see if I may arrange a time to meet with you.
5. I would appreciate the opportunity to meet with you and talk about how my qualifications might be guided to meet your needs. I will contact you on Monday morning to follow up on my application documents. Should you wish to reach me before then, please call me at \_\_\_\_\_ or email me at \_\_\_\_\_.