**Follow up email to recruiter**

Hello, my name is [INSERT NAME] and I wanted to introduce myself as a potential candidate for [Position/Opportunities - Include Specific Position ID# if you have applied] with [COMPANY NAME]. I submitted my application on [DATE]. I have not received confirmation that my application was accepted OR reviewed and therefore wanted to follow up to ensure you had all required information. If you are not the right person to reach out to, please let me know who is the best person I should contact.

If it is additionally helpful, you may also review my LinkedIn profile here: [ENTER LINK]

The best email & phone number to reach me is: [ENTER EMAIL & PHONE NUMBER]

I look forward to hearing from you.

[INSERT FULL NAME]

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**Optional things to add:**
-If you've interviewed with the company before
-If you've spoken to other recruiters at that company before
-If you know or have been referred to the company from a current or former employee