

Follow-Up Call Suggestions

**Tip #1:
Just Make
the Call!!**

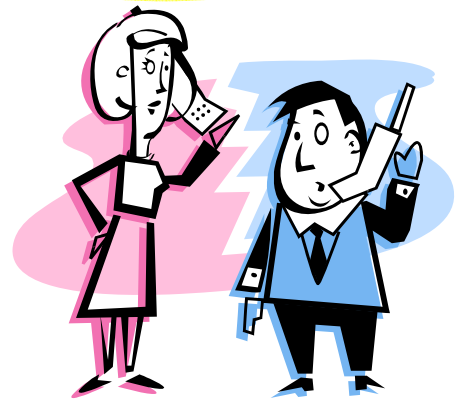
The biggest hurdle for most students is just convincing themselves to pick up the phone, dial the number, and talk. The follow-up call is **IMPORTANT**. Employers sometimes overlook the incoming internship résumé, and they appreciate a reminder call from you. Really. So go ahead, pick up the phone, and get ready to say:

"Hi, my name is _____ and I'm a student at Millersville University. I'm following up to see if you received my résumé for an internship with your company."

Be careful **not** to...

... call while you're driving. You're likely to be distracted, interrupted, or experience reception problems that could make professional conversation difficult.

... call from a noisy environment. Make sure you've got a quiet place to call from, with pen and paper for making notes.



More ideas to help you get started:

"Hello, I'm calling for Mr./Mrs./Miss _____. Hi, _____. This is _____, and I was hoping that you received my résumé from the internship office at Millersville University.

or

"Hi, _____? This is _____, and I've applied for an internship with your office. Did you receive my resume last week?"

or

Hi, _____. I'm _____, and I submitted my résumé to you for an internship with the _____ department.

AND

"I'm just following up to see if you received it, and ask if you would be interested in discussing the possibility of hiring me as an intern."