

Sample Follow-Up Letter to a Job Application

Mr. George Gilhooley
XYZ Company
87 Delaware Road
Hatfield, CA 08065

Date

Dear Mr. Gilhooley,

I submitted a letter of application and a resume earlier this month for the programmer position advertised in the Times Union. To date, I have not heard from your office. I would like to confirm receipt of my application and reiterate my interest in the job.

I am very interested in working at XYZ Company and I believe my skills and experience would be an ideal match for this position.

If necessary, I would be glad to resend my application materials or to provide any further information you might need regarding my candidacy.

I can be reached at (555)555-5555 or jdoe@abcd.com. I look forward to hearing from you.

Thank you for your consideration.

Sincerely,

Your Signature

Jane Doe