

Sample Followup Letter to a Job Application

(Put Date here)

Mr. John Smith
AAA Company
1111 Main Road
Anytown, AZ 00000

Dear Mr. Smith,

I submitted an application and resume on _____, 2008, for the Receptionist office position advertised. I have not yet heard from your office. I am very interested in working for your company and believe I can be a positive addition to your team.

If necessary, I will be happy to resend my application or provide other information. You may reach me at 555-555-5555 or e-mail janedoe@abc.com. I look forward to hearing from you.

Thank you for considering me.

Sincerely,

Jane Doe