

Mary Gayle Leonard

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DATE

NAME:
POSITION:
COMPANY NAME:
COMPANY ADDRESS:

SAMPLE FOLLOW-UP LETTER

Dear Hiring Manager:

I submitted a letter of application and a resume earlier this month for the (JOB TITLE) position advertised in the (Name of the advertising company). 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 (Name of the 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 (Phone #) I look forward to hearing from you.

Thank you for your consideration.

Sincerely,

Mary Gayle Leonard