

SAMPLE FOLLOW-UP LETTER

Today's date

Ms. Sally Interviewer
Company Name
Address
City, State Zip Code

Dear Ms. Interviewer:

Thank you for the interview on (date of interview) for the (name of job) opening you have in your office. I am confident I have the qualifications necessary to perform the duties of this position.

My training in the (name of program) at Lake Technical Center has thoroughly prepared me to complete the variety of responsibilities you need. While in school, I spent six weeks job shadowing at the XYZ Company with their administrative assistant, Cynthia Jones. Both Ms. Jones and Ms. Rosenglick, my instructor, will be glad to furnish you with additional information about my qualifications.

Thank you for your time. I will call your office on Friday, (date) to see if a decision has been reached.

Sincerely,

Your Name
Your address
Your City, State and Zip