

Instruction: This is a model letter. Adapt to fit your facts and circumstances.

		Return address:
		Name
	Date	Address Line 1
		Address Line 2
		City, State Zip Code
Name		
Company		
Address Line		
City, State Zip Code		

Re: Resurrection Letter

Dear :

I last spoke to you on {date} concerning my application for the position of {position} at {name of company}. Since I last spoke to you, I have completed {school, training, seminar, etc} in the area of {area, program, etc.}. I feel that with the completion of this training, I have even more to bring to {name of company}. I am {name your top selling points for positions}. I feel that these attributes will only be an asset to your company. I am still interested in the position of {position} that is offered at {company}.

I have included a copy of my resume for your convenience. Please contact me if you have any questions. Thank you for you time and consideration.

Sincerely,

N A M E