

Follow-Up On Job Application Email

Dear Mr./Ms.,

I submitted a letter of application and a resume earlier this month for the public relations position advertised in the Spot Light Journal. 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,

John Doe