

APPENDIX VI – FOLLOW UP EMAIL NOTE

222 Hamilton Street
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March 8, 2009

Dear Mr. Johnson:

I had the opportunity to interview with you during the Columbia Job Fair in NY a few weeks ago for a position at [firm]. I really appreciate your taking the time to talk to me about the firm. Talking with you reinforced my desire to work at [your firm].

I am writing to follow up with you regarding the status of my application. Could you give me an idea of when the hiring committee might make a decision regarding the position? I'm at your disposal should you need any additional information.

I hope this e-mail finds you well and I look forward to hearing from you.

Sincerely,

Jane Stanford