



## Sample Follow-Up Letter to a Job Application

**You have applied, but haven't heard from the company. Use the sample letter below as a template for your own letter. Be sure to personalize the letter to fit the particular job and company.**

Mr. George Wyatt  
KWTX-TV  
87 Delaware Road  
Waco, TX 78789

Date

Dear Mr. Wyatt,

**(P1 RESTATE YOUR INTEREST IN THE POSITION/CONFIRM RECEIPT OF APPLICATION)**

I submitted a letter of application and a resume earlier this month for the News Producer position listed in the Moody College job database. To date, I have not heard from your office. I would like to confirm receipt of my application and reiterate my interest in this position.

**(P2 RESTATE WHY YOU WANT THIS COMPANY/ GIVE EXAMPLE OF QUALIFICATIONS)**

I am very interested in working at KWTX-TV. Growing up in Waco, Brady's morning FastCast was always on our television while we got ready for school, and was my first experience with local news. I am excited to have the opportunity to return to my roots as a part of the KWTX news team. Having been the lead producer of TSTV daily news program at the University of Texas for the last two years, I believe my skills and experience would be an ideal match for KWTX

**(P3 OFFER ADDITIONAL INFORMATION, RESTATE CONTACT INFO, SHOW GRATITUDE)**

Please let me know if you need any further materials from me.

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,

Signature (*hard copy letter*)

Jane Doe