

Dear [Company Name] Hiring Committee OR Dear [Hiring Manager Name],

I hope you are having a great week! My name is [First and Last Name] and I am following up on my application from [Enter date that you applied to position], submitted through [your website, LinkedIn, social media, indeed, etc.] for the [enter position title] role at [enter company name].

I would love for the opportunity to talk more about the role/your company and share my qualifications.

Thank you so much for your time, I look forward to our correspondence!

Sincerely,

[Enter First and Last Name]

*****EXAMPLE: DELETE BEFORE SUBMITTING ☐ This is not a real person/company*****

Dear Ms. Cantaloupe,

I hope you are having a great week! My name is Kelsey Happyhome and I am following up on my application from January 15th (submitted through LinkedIn) for the Content Marketing Specialist position at The Institute of Awesomeness.

I would love for the opportunity to talk more about the role/your company and share my qualifications.

Thank you so much for your time, I look forward to our correspondence!

Sincerely,

Kelsey HappyHome