

FOLLOW-UP LETTER

JANE DOE

Street Name, House # | City, State Code Zip Code | Cell: 123-456-7890 | Email: email@example.com

<Date>

<Addressee name>

<Addressee position>

<Company name>

<Company address>

Dear Human Resources Manager:

I'm writing to let you know that I am still very much interested in the position we discussed in our meeting. The opportunity to work within your company is of a great attraction to me.

As an experienced professional in the areas of Sales and Consultancy, I am looking for more career challenges, which can be handled by my creative attitude and cross-functional capabilities. During my tenure I served in various positions, including Senior Consultant, Mortgage Consultant and Banker with organizations such as Golden Years Reverse Mortgage, Yarrow Bay Mortgage, Chase Home Finance and US Bank. I have obtained proficiency in the fields of research, data analysis, presentations, consultancy, communication, mortgage industry, marketing and sales.

My skills, accomplishments, and experience show my dedication to company's strategies and goals. I strongly believe that my professional and educational backgrounds are suitable for this position and would appreciate an opportunity to make a contribution to your organization.

Thank you for your time and consideration. I am looking forward to hearing from you soon.

Best regards,

Jane Doe

FOLLOW-UP LETTER

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Thank you for your time and consideration. I am looking forward to hearing from you soon.

Best regards,

Jane Doe