

Sample Follow-up Letter
Provided by UK's James W. Stuckert Career Center

3456 Westview Road
Lexington, Kentucky 40504
July 31st, 2008

Mr. Henry Turner
Human Resources Manager
PR Greats
12123 West Center Road
Louisville, Kentucky 68134

Dear Mr. Turner

Thank you very much for interviewing me for the public relations position on July 1st, 2008. I enjoyed meeting you and your staff.

I wanted to follow-up with you to see where you are in the hiring process. I am still very interested in the public relations position that we discussed.

Please feel free to contact me at 859.257.2746 or ukycareercenter@uky.edu if I can provide you with any additional information to make the hiring decision easier.

Again, thank you very much for the interview and your consideration. I look forward to your response.

Sincerely,

Joe Doe