Jane Doe

123 Main Street, Any town, CA 12345 · 555-555-5555 · jdoe@abcd.com

September 1, 20XX

George Wyatt

XYZ Company

87 Delaware Road

Hatfield, CA 08065

Dear Mr. Wyatt,

I submitted a letter of application and a resume earlier this month for the programmer position advertised in the Times Union. To date, I have not heard from your office. I would like to confirm receipt of my application and reiterate my interest in the job.

I am very interested in working at XYZ Company, and I believe my skills and experience would be an ideal match for this position. In particular, my five years as an award-winning programmer at ABC Company make me a strong fit for this position and company.

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.

Jane Doe