**Example of a follow-up letter**

Use this follow-up letter example to give you ideas as you craft your own letter:

James Adams

555 32nd Street

Houston, TX 94212

555-555-5555

James.Adams@email.com

June 22, 2020

Sarah Myers

Director of IT

Upstart Solutions

Houston, TX 94212

Dear Ms. Myers,

I appreciate you taking the time out of your busy schedule to discuss the Senior Web Developer position with me. After witnessing your department's strong team environment and learning more about the position, I feel strongly that I am the perfect candidate for this role.

In addition to my enthusiasm, strong educational background and specialized certifications, I bring over 10 years of experience in web development. Having worked with a wide variety of clients and companies in varying industries, I bring the quick learning and adaptability that are necessary for this role.

I am excited for the opportunity to work with such a talented and motivated team and look forward to hearing from you. If you need further information, such as my list of references, contact me at 555-555-5555. Thank you again.

Yours truly,

James Adams