

Your header should be the same as resume and any other letter that you send to the company.

JAMES SHARPE

18 Central Park Street ♦ Anytown, NY 14788
(516) 555-1212

May 31, 20XX

Insert 4-8 spaces from date to sending address depending on spacing you need for your letter. Four usually looks good.

Emily Johnson
Human Resources Director
ABC Corporation
1 Industry Plaza
Anytown, NY 14536

Insert the name of the person you are sending the letter to, their title, the company name and address.

Ms. Johnson:

Have one empty space between sending address and "Dear..." and one empty space after "Dear..." to your body introduction.

Remember: After "Dear..." only use a comma if you know the person personally, use a colon if you do not.

It was very nice meeting with you to discuss the Systems Analyst position on May 16th at Slippery Rock University. I am writing to inquire about the status of my application.

Recently, I received an attractive offer, and will need to respond by June 10th. However, because of Unlimited Electronics' excellent training program, I would prefer the opportunity to join you staff in providing superior service to the Western Pennsylvania area. If you need any further information or would like to meet me for a second interview please contact me at (516) 555-1212.

In any case, I hope you will advise me of the status of my application before June 10th. I look forward to hearing from you. I appreciate your time regarding this matter.

Sincerely,

James Sharpe

James Sharpe

Use "Sincerely" if you do not know the person personally. Have four spaces between "Sincerely" and your typed name, so you have room to sign your name.