

- CV FOLLOW UP -

[Recipient's name]
[Company name]
[Address]
[Address]
[Address]
[Post code]

[Date today]

[JOB TITLE or JOB REFERENCE NUMBER]

Dear [Recipient's name],

I am writing to inquire about the status of my application for employment as an [job title] with [company name]. My CV was sent to you in response to the advertised position in the [publication or website].

I am extremely interested in the position and feel that my degree in [subject] and my [work experience] with [employer] make me a strong candidate.

Please let me know if you should require further information. I look forward to hearing from you regarding an interview.

Yours sincerely,

[Your name]

Remember this is only a basic template – use your own experience to show originality of thought and understanding. You will have to prove your capabilities at interview.