

follow up to inquire of hiring process

Date: Today's Date
From: Sample Student [student@mail.missouri.edu]
Subject: Assistant Site Manager Position
To: sample.employer@handstohelp.com

Dear Mr. Employer,

A few weeks ago, I had the pleasure of interviewing with you and your staff regarding the Assistant Site Manager position with Hands to Help of Columbia. Per your suggestion, I am contacting you to check on the status of the hiring process.

I am still very interested in the position, and would be eager to join your team of incredibly passionate and talented professionals who are dedicating their time to make a better community for our youth here in the Columbia area.

Please feel free to contact me at (555) 555-5555 or student@mail.missouri.edu if you require any further information from me or if you have any updates on the process.

Thank you very much again for your time and consideration.

Cordially,

Sample Student

Sample Student