

FOLLOW-UP CHECK ON APPLICATION AND INTERVIEW

[Subject: Account Assistant Position]

Dear Mr. Smith:

I am writing to check the status of my application for an account assistant position with AT&T. As you remember, I interviewed with you on February 22nd. Since I have not heard from you, I would like to know if my application is still under consideration.

I thoroughly enjoyed our discussion in February of the responsibilities of an account assistant with your company. As a result, I am extremely interested in working for AT&T. I believe that my academic background in business with a computer technology concentration, and my skills gained over the summer working for College Pro Painters as an estimator, could be a great asset to you.

If you need more information in order to further consider my candidacy, please let me know. I am also available for another interview at your convenience before April 5th.

I look forward to hearing from you before April 5 regarding the status on my application.

Sincerely,

Laura S. Joyce