

January 15, 20xx

1001 Norwood Avenue
Long Branch, New Jersey 07764

Mr. John Moses
Vice President of Talent Acquisition
Digital Management Technology, Inc.
789 Route 9 North
Howell, New Jersey 07731

Dear Mr. Moses,

A short time ago I applied to your firm for the position of account representative. The position was posted on the New York Times website during the week of December 10, 20xx. I believe my resume and cover letter would have reached you by the end of that week.

To date I have not received any word of the status of my candidacy. I am writing to ask if you could kindly inform me of the status of my application at your earliest convenience. I certainly appreciate how busy you must be and so I want to thank you in advance for your cooperation.

In today's job market the competition for excellent opportunities is very competitive. I want to reaffirm to you my serious interest in Digital Management Technology Inc. and in joining your marketing team. I truly believe my skills and attitude can make a significant contribution to the firm.

I can be reached at the address above, by phone at 732-555-2378 or via email at WKelly@email.com.

Thank you.

Sincerely,

William Kelly