



CAREER CENTER
ST. CLOUD STATE UNIVERSITY
320.308.2151
Centennial Hall 215
www.stcloudstate.edu/careercenter

Position Follow-Up Sample

Joseph Smith
34 Second Street
St. Cloud, MN 56301

October 4, 20XX

Mr. James Roberts
Recruiting Coordinator
Johnson-Turner Enterprises
2345 Johnson Street
Minneapolis, MN 55400

Dear Mr. Roberts:

As you may recall, I spoke with you last year regarding possible employment with your firm following completion of my studies at St. Cloud State University. You were nice enough to encourage me to contact you when my degree was in hand. So now that I have graduated, I'd like to express interest in employment at this time.

Enclosed is a copy of my resume for your perusal. As you will note, in addition to my bachelor's degree in Finance, I have had considerable management experience through internships and part-time employment. It is my hope to build upon this background by working in a leading firm such as your own.

I'd appreciate the opportunity to talk with you in person to discuss your firm's needs for aggressive, hardworking employees. Please let me know if I can provide additional information. I can be reached by mail, phone at 320-255-2151 or e-mail at josephsmith@hotmail.com.

I look forward to hearing from you.

Sincerely yours,

Joseph Smith