

## Module 8: Tools for Survival

### Topic 4 Content: Sample Follow-Up Letter

**Use the same format as the Cover Letter.**

Your Street Address  
Your City, VA ZIP  
Current Date

Your Interviewer's Full Name  
Company Name  
Company Street Address  
Company City, State ZIP

Dear (Interviewer's Title and Last Name)

Thank you for the opportunity to discuss my qualifications with you for the management trainee position with your firm. I was impressed with the opportunities that exist within your company. I am certain that the work would be challenging and interesting. I am very interested in this position and hope you feel, as I do, that my training and skills would be useful to your firm. The growth potential of the company and the many opportunities to make a contribution at Money Matters, Inc. certainly appeal to me.

Please call me if you need additional information. I look forward to hearing from you soon regarding your decision. I can be reached at (757) 578-7000 in the evenings.

Sincerely,

Sally Student