

Hello/Dear/Good Morning/Afternoon Ms/Mr Harper,

I'm writing to follow up on the application I submitted on [application date] for the [Job Title] position with [company name].

As was mentioned in the job description, you're in need of a [job qualifications], and I hope this follow-up serves as evidence of both. I also bring [years of experience] years of related experience in [related department], and I'm truly excited about the work being done at [company name]. It would be my pleasure to assist the [department] team in their efforts.

Thank you for taking the time to review my application. I know the time and effort that takes. I look forward to hearing from you!

Best wishes,

[your name]