

Your Street Address
Your City, State Zip
Date

Person's Name
Organization Name
Organization Address
City, State Zip

Dear (*Mr./Mrs./Ms. Person's Name*),

Several (*days/weeks*) ago I forwarded a brief letter and resume outlining my interest in your organization. As you may recall, I reviewed my recent graduation from the University of Nebraska-Lincoln and my prior work experience.

Since I have not heard from you, it occurred to me that perhaps the resume was lost in the mail or somehow misplaced. As a result, I am taking the liberty of enclosing an additional copy for your review. I am certain my skills and capabilities could make a positive contribution, both in operations and profit to (*name of organization*).

Thank you for your consideration, and I look forward to hearing from you in the near future.

Sincerely,

(*signature*)

Your Name

Enclosure