July 07 2009

Mr. Dawn Jack
Humming Bird Press
684 Park Avenue South,
New York, NY 74943

Dear Mr. Jack,

I am writing to you regarding the application I sent you on June 01 in response to the job post you did in ABC Times Newspaper. I have heard that you have not hired an Editorial Assistant to date and I want to re-emphasize my interest for this position in your company.

If you wish to get more information or have any clarifications regarding my skills and competencies for the job, you can reach me at the above contact details. I am available any time and any day this week for an interview.

Please see the enclosed copy of my curriculum vitae for your perusal. I’ll be glad to send you supporting documents if needed.

Thanking you,

(Signature)

Celine Wonder

\*\*\*This is just one example of the many numbers of professional letters that are written. This is a follow-up cover letter. Letter of rejection can be patterned from this one, too. For professional cover letters, it is very important to take note that everything needs to be direct to the point. Time is very important for the writer and the reader of such letters.