

Include appropriate subject line such as "Status of application."

"Dear Mr. /Mrs. /Dr. _____" (particularly if you interviewed with a person)
or "Dear Sir or Madam" (if you did not interview, and are not sure who reviews applications)

1 sentence: Indicate the job you interviewed for or applied for, and the date you interviewed or applied.

1 sentence: Indicate that you are very interested in this position.

1 sentence: Ask if a hiring decision has been made or when one might be made.

1 sentence: Express appreciation for any information the person might be able to provide.

"Sincerely, first and last name"