**Xiaochaun Zheng**

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Sep 22, 2020

Ms. Julia Packard

Director of Human Resources

Apple Campus

1 Infinite Loop,

Cupertino, CA 95014

Dear Ms. Packard,

Re: Inquiry

I am following up on my application for the FDP student internship position. I submitted my application in two weeks ago in line with the application instructions that had been provided with the job description. As stated in my application, I am a student at San Jose University expecting to graduate in May next year and have worked as a financial assistant in several organizations, including the Silicon Valley branch of Ernst & Young.

I am wondering what the status of my application is as I have not received feedback yet. I still have a great interest in the position and would like to know what you thought of my application. As am currently looking for any position, I would like to hold off more interviews or new applications until I hear from you. I believe I will be a great fit for your company, as stated in my application, and was looking forward to a chance to discuss this more in person.

I believe the role advertised by your organization is the most suitable for me at this point in my career and would like to know more about the status of my application and the likely decision as soon as may be possible. In case you need any additional information about me and my application, please let me know.

Sincerely,

Xiaochuan Zheng