

Thank you for the Interview Letter

Your Name
Address
City, State, Zip Code
Telephone Number
Email

Date

Name
Title
Organization
Address
City, State, Zip Code

Dear Mr./Ms. Last Name:

After our interview for the xyz position, I am confident in my ability and excited about the opportunity to work with W Organization. My organizational skills will be invaluable in this hectic and challenging position which is the environment I thrive in.

In addition to my enthusiasm, I bring strong writing skills, assertiveness and the ability to encourage others to work cooperatively within and across departments. I look forward to working with the artists on staff and using my experience in the understanding of the visual aspects of our work.

I understand your need for administrative support. My detail orientation and organizational skills will help to free you to deal with larger issues. During the two summers I worked as a temporary office worker I developed my secretarial and clerical skills.

I appreciated learning more about W Organization and the position and I am very interested in working for you and look forward to hearing from you.

Sincerely,

Signature

Your Business Name