

Interview Follow-through Letter Examples

Ms. Sally Jones
Manager
XYZ Company
1 Alliede Way
Norristown, PA 19460

Dear Ms. Jones:

Thank you for meeting with me this morning to discuss the executive assistant position. I enjoyed our conversation, and I am very excited about the possibility of joining your team.

I know what it takes to run a busy and successful insurance office. As we discussed, In my last position as an administrative assistant for XYZ Company, I helped manage all aspects of the operation, handling tasks such as bookkeeping, customer service, claims processing, report preparation and ongoing communications with the district manager.

You mentioned that you need an assistant who has strong “people” skills, and this is an area in which I excel. At XYZ Company, I helped the manager build a loyal client base by consistently providing excellent service. My last supervisor said, “John is one of the hardest-working employees I have known. His friendly and professional customer-service skills helped the firm achieve a 20 percent revenue increase last year, and I couldn’t have done it without him.”

I don’t see the executive assistant role as a punch-the-clock, 9-to-5 job; I will be your “right hand”—helping you manage the day-to-day operations, volunteering for special projects, and ensuring the company is positioned for growth and increased profitability.

Again, thank you for considering me for this exciting opportunity. As you requested, I’m enclosing a list of professional references. Please feel free to call me if you need additional information, have any questions or would like to offer me the job! Thank you for your time, and I look forward to hearing from you.

Sincerely,

John Smith

Date of the letter

Name of the Recipient

Job Title of the Recipient

Name of the Employer

Employer's Street Address

Employer's City, State and Zip Code

Dear Mr./Ms. Last Name:

Thank you very much for the opportunity to interview for the position of *[job title]*. I enjoyed speaking with you, meeting other members of the staff, and the opportunity to learn more about this position. I am very interested in this position and the opportunity to join your team.

This job is a very good match between my skills and experience and the requirements of this job. As we discussed, you need someone with strong *[whatever]* skills, and I have extensive experience with *[whatever technology or tool that is important to the job and that you have experience using]*. In addition, in my current *[or former]* job as *[names or type of employer in your past]* has provided the opportunity to polish my skills in *[whatever]* and *[whatever]* needed for your *[job title]* position.

Again, thank you for considering me for this wonderful opportunity. Please let me know if you have any questions or concerns or need more information. I look forward to hearing from you next week *[or whenever they said they would be in touch]* and hope to join your staff soon.

Best regards,

[your name]

[Your tagline, like "eCommerce Customer Support Specialist"]

[Your job search email address]

[Your phone number]