

Sample Follow-up Letter #1

Your Mailing Address  
City, State ZIP  
Current Date

Ms. Laurie Jacobson  
Arizona Mutual Savings & Trust, Inc.  
25 Encanto Parkway  
Phoenix, AZ 85001

Dear Ms. Jacobson:

Thank you for taking the time to discuss the administrative assistant position with me. After meeting with you and observing the company's operations, I am further convinced that my background and skills match your needs.

I really appreciate that you took so much time to acquaint me with the company. I feel I could learn a great deal from the organization and would certainly enjoy working with the staff.

In addition to my qualifications and experience, I will bring excellent work habits and judgment to this position. With the countless demands on your time, I am sure that you require people who can be trusted to carry out their responsibilities with minimal supervision. I am that individual.

I look forward, Ms. Jacobson, to hearing from you concerning your hiring decision. Again, thank you for your time and consideration.

Sincerely,

Your Name