

Sample Follow-Up Letter #2

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 very much for taking time out of your busy day to talk with me about the administrative assistant position. I enjoyed meeting you and the members of your department.

Since I am a self-starter by nature and a team player too, I like that you encourage individuals to take ownership of projects, but each one can still count on team-member support.

Judging by our discussion earlier today, I believe that my qualifications are an excellent fit, particularly my familiarity with the computer skills you require. The position is exactly what I'm looking for, and I'm confident that I can be a significant contributor to the success of Arizona Mutual Savings & Trust, Inc. I sincerely hope you agree.

Thanks again for interviewing me. If you have questions or concerns, please feel free to contact me. I look forward to hearing from you again.

Sincerely,

Your Name