

Sample Follow-Up Letter #3

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 giving me the opportunity to interview for the new position in the finance department of your company. I very much enjoyed meeting you and learning more about the Arizona Mutual Savings and Trust organization.

I believe the career preparation courses I took during high school and my experience with the Certified Youth Employee Internship Program during the summer have prepared me for the type of entry-level position you have available.

I am still very much interested in working for your company, and if any additional information is necessary, I can be reached by telephone at (928) 282-5555.

Sincerely

Your Name