

Sample Follow-up Letter #4

Your Mailing Address  
City, State ZIP  
Current Date

Ms. Michelle McDermot  
Director of Personnel  
Cortland Office Supplies, Inc.  
1400 Corporate Park Drive  
Flagstaff, AZ 86001

Dear Ms. McDermot:

Thank you for the interview regarding your retail sales position. I enjoyed meeting you and discussing the job's responsibilities and rewards.

As I mentioned during the interview, my communication skills are well suited to the job, and I feel confident that I would be able to contribute to Cortland's success in today's challenging market.

I am very interested in the position, and I would be happy to provide you with any additional information that you might need. Feel free to call me at 555-2567 with any questions.

Sincerely,

Your Name