

Street Address
City, State Zip Code
Phone Number

Date

Individual's Name
Job Title
Name of Organization
Street Address
City, State Zip Code

Dear Mr./Ms. _____:

I would like to thank you for the chance to discuss the secretarial position this morning. Our conversation gave me a better understanding of AlphaTech and the requirements of the job. The additional information from Albert and Mary was helpful in gaining a better perspective of the position.

It is my opinion that my strong office experience and interpersonal skills will serve as an excellent contribution to your company. I am proficient in all the computer software and file types you use, and I feel I possess the customer service experience needed by a company like your own.

I enjoyed meeting your office staff and touring the AlphaTech facility. Yours is clearly a quality organization with an emphasis on efficiency and a dedication to teamwork, and I would consider it a privilege to join your team. I will contact you next week to further discuss how I might be of service to you.

Thank you again for your time and consideration.

Sincerely,

(Your Signature)