

INTERVIEW THANK-YOU EMAIL

Subject: Appreciation for the Interview Opportunity

Dear Mr. Dominguez,

I would like to extend my sincere appreciation for the opportunity to interview with you yesterday. It was a pleasure learning more about Dominguez Boots and Shoes, and I am even more enthusiastic about the prospect of contributing to your esteemed team.

← THANK-YOU COMMENT

Your insights into the company's values and commitment to excellence resonated with me, and I am genuinely excited about the sales position that is currently available. As discussed during the interview, my experience selling candy door-to-door for my soccer team has equipped me with valuable customer service skills. I am confident that these skills, coupled with my passion for delivering exceptional service, align seamlessly with the requirements of the sales role at Dominguez Boots and Shoes.

← CONFIRMATION OF YOUR INTEREST IN THE JOB; HIGHLIGHT YOUR STRENGTHS

The prospect of working with your dynamic team and contributing to the growth of Dominguez Boots and Shoes is an exciting one for me. I believe that my dedication and enthusiasm for the sales position would make a positive impact on the success of your store.

Thank you once again for considering my application. I am eager to further discuss how my skills and experiences align with the needs of your team. I will follow up later this week to address any additional questions you may have. In the meantime, please feel free to contact me at (617) 555-9625.

← FOLLOW-UP INFORMATION

Thank you for your time and consideration. I look forward to the possibility of joining Dominguez Boots and Shoes.

Sincerely,

Kameika Moore

PARTS OF A BUSINESS LETTER

The heading gives the writer's complete address and the date.
The inside address gives the recipient's name and address.
<ul style="list-style-type: none"> • Call the company if you are not sure of addresses or spelling so that your letter has the correct information.
The salutation begins with the word "Dear" and ends with a colon, not a comma.
<ul style="list-style-type: none"> • If you cannot get the person's name, use "Dear" plus the person's title, such as "Dear Personnel Manager."
The body consists of single-spaced paragraphs with double spacing, not indents, between paragraphs.
<ul style="list-style-type: none"> • If the body goes to a second page, put the recipient's name at the top left, the number 2 in the center, and the date at the right margin.
The closing includes phrases such as "Sincerely" or "Yours truly" followed by a comma.
The signature includes both the writer's handwritten and typed name.