

INTERVIEW THANK-YOU LETTER

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.

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.

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.

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

Sincerely,

Kameika Moore

← THANK-YOU COMMENT

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

← FOLLOW-UP INFORMATION

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.