

1234 First Street
Jacksonville, FL 32202
(904) 123-4567
JKB@bellsouth.net

March 5, 2009

- Always date your correspondence.

Cindy B. Crawfish, Director
Human Resources
ABC Organization
201 West State Street
Jacksonville, FL 32202

- Include the person's name, title, organization, and address.

Dear Ms. Crawfish:

- Your Salutation should address a person, use "Dear Sir" but **not**, "To Whom it May Concern".

Thank you for your time and consideration during our interview on Thursday. It was truly a pleasure talking with you and reinforcing my desire to become a part of your organization.

After hearing your description of the Administrative Assistant position with your company, I am even more enthusiastic about it. As we discussed, I am certain that my leadership, supervision and financial management skills can be an asset to you.

Again, thank you for allowing me the opportunity to discuss my experience and qualifications for this position, and I am definitely looking forward to the possibility of becoming employed with ABC Organization. Have a nice weekend.

Sincerely,

- Always use a formal closing.



- Sign your name.

Jennifer Branch

- Print your name at the bottom.