Candidate's Name  
Your Address  
Your City, State, Zip Code  
Your Phone Number  
Your Email

The date

Mrs Marinka Jackson  
Marketing Manager  
Ballory Investments  
City, State, Zip Code

Dear Mrs Jackson

Thank you for the opportunity to discuss the Executive Assistant position this morning. The interview gave me a thorough understanding of what is required by the the company and the position.

I feel confident that my strong administrative and customer service skills will benefit this position. I have extensive experience in all of the computer software packages that you use and I am sure that my efficiency will ensure your deadlines are met.

As agreed, I will contact you by Tuesday of next week to get feedback. Again thank you for your time and consideration.

Sincerely

Candidate's signature  
Typed name