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