

Thank You Letter

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May 8 2011

Phillip Smithers
Manager
ABC Corporation
1 Industry Plaza
City, ON
(416) 555-8888

Dear Mr. Smithers:

Thank you for taking the time yesterday to interview me for the administrative assistant position within your organization. After reviewing your comments about the job requirements, I am convinced that I can make an immediate contribution to your operation.

Since you are going to reach a decision quickly, I would like to highlight the following points, which will confirm my qualifications for the position:

- Professionalism, organization and maturity
- Proficiency in MS Word, Excel, Corel WordPerfect and Access
- Exceptional team player who can work well under pressure
- A flexible work attitude

I am looking forward to hearing from you in the near future. Being part of your team is an enticing prospect. Please be assured that I am ready for an immediate start date.

Yours truly,

Student

JILL JONES
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September 12, 2011

Phillip Smithers
Manager
ABC Corporation
1 Industry Plaza
City, ON
(416) 555-8888

Thank you very much for taking the time yesterday to interview me for the secretarial position. After reviewing your comments about the job requirements, I am convinced that I can make an immediate contribution to your company.

Since you are going to reach a decision quickly, I would like to highlight the following points, which I feel qualify me for the position:

- . Professionalism, organization and maturity
- . Proficiency in MS Word, Excel, Corel WordPerfect and Access
- . A flexible work attitude

I am looking forward to hearing from you in the near future. Being part of your team is an enticing prospect. Please be assured that I am ready for an immediate start date.

Yours truly,

Jill Jones