

Thankyou Letter
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Oct14, 2011

Phillip Smithers, Manager
Music School
1 Industry Plaza
Toronto, ON
(416) 898-8888

Dear Mr. Smithers:

Thank you for taking the time yesterday to interview me for the part time music teacher position within your school. 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:

- Professional musician with 2 years experience
- Theoretical and practical knowledge in teaching music to young children
- Ability to work well with children
- A flexible work attitude

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

Sincerely,

Music Student
Encl. Resume