POST INTERVIEW / THANK YOU LETTER SAMPLE

215 Bleeker Street
Newark, NJ 07102
November 9, 2000

Ms. Fondof Books
Research Room Manager
RUTGERS UNIVERSITY - DANA LIBRARY
200 University Avenue
Newark, NJ 07102

Dear Ms. Books:

Thank you for granting me the opportunity to interview for the Clerical Support Assistant position currently available in the research room of the Dana Library. After meeting with you last week and learning more about the responsibilities of this position, I am even more enthusiastic about this opportunity.

I possess the skills required for success in this position and am confident that I can perform the duties required to your complete satisfaction. While I have not had direct experience working within a library environment, my retail experience has exposed me to the rigors of working with the general public. In addition, my academic background operating computers has provided me with a solid foundation in various software applications.

Should you have any additional questions regarding my skills and capacities, please feel free to contact me at 973-535-1111. In the interim, I look forward to your final decision concerning my candidacy and hope that you will offer me the opportunity to prove myself in this position.

Thank you again for your time and consideration.

Yours very truly,

Iwanna Job

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