

Your Name

Street Address

City, State Zip Code

Phone Number • Email

Date

Individual's Name

Job Title

Name of Organization

Street Address

City, State Zip Code

Dear (Ms/Mr) _____,

Thank you for meeting with me this morning to discuss the customer service position. I enjoyed hearing about the new plans for XYZ Company, and I am excited about the possibility of joining your team! You mentioned that you need an assistant who has strong "people" skills, and this is an area in which I excel.

In my last position, I understood my company's standards about customer service so much so, that I was chosen to provide customer service training to employees. (Add another success story or accomplishment here).

Again, thank you for considering me for this exciting opportunity. I would really like to work on your team! If you have further questions or would like to provide any additional information about the position, please feel free to contact me using the contact information above. I look forward to hearing from you!

Sincerely, (*Your Signature in blue or black ink*)

Your name