

Sample thank you note

LATISHA JOHNSON

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April 1, 2018

Mr. Brian Jones
Human Resources Specialist 1
Department of Civil Service
Albany, NY 12239

Dear Mr. Jones:

Thank you for the opportunity to interview for the Secretary 1 position within the Finance Office at the Department of Civil Service.

I believe that my enthusiasm, attention to detail and my experience with various computer programs to create and compile reports will be an asset within your office. Furthermore, I am dedicated, hardworking and am always working to develop my skills to enhance office productivity.

Please feel free to contact me if you have any additional questions. I can be reached at the contact information listed above. Again, thank you for your time and consideration. I look forward to hearing from you.

Sincerely,

Latisha Johnson