

Sample Interview Thank-you Letter

MARGAUX FONTAINE

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Edwina Monsoon, Owner
AbFab Art Gallery
1000 Powder Grove
Austin, TX 78705

Dear Ms. Monsoon:

It was very enjoyable to speak with you about the Gallery Assistant position at AbFab Art Gallery. The job, as you presented it, seems to be a very good match for my skills and interests. The creative approach to customer/artist relations that you described confirmed my desire to work with you.

In addition to my enthusiasm, I will bring to the position strong writing skills, assertiveness, and the ability to encourage others to work cooperatively with the department. My artistic background will help me to work with artists on staff and provide me with an understanding of the visual aspects of our work.

I understand your need for administrative support. My detail orientation and organizational skills will help to free you to deal with larger issues. I neglected to mention during my interview that I had worked for two summers as a temporary office worker. This experience helped me to develop my secretarial and clerical skills.

I appreciate the time you took to interview me. I am very interested in working for you and look forward to hearing from you about this position.

Sincerely,

Margaux Fontaine

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