

Interviewer Name, Title  
Company Name  
Company Address  
City, State, CA

Dear Mr. / Ms. [Interviewer name],

Thank you for taking the time to discuss the Office Assistant position at the Encinitas Station with me. After meeting with you and observing the station's operations, I am further convinced that my background and skills coincide well with your needs.

I really appreciate that you took time to acquaint me with your division. I feel I could learn a great deal from you and would certainly enjoy working with you.

In addition to my qualifications and experience, I will bring excellent work habits and judgment to this position. With the countless demands on your time, I am sure that you require people who can be trusted to carry out their responsibilities with minimal supervision.

I look forward to hearing from you regarding your hiring decision. Again, thank you for your time and consideration.

Sincerely,

Your Name  
Your Contact Information