

MAIL to SELF

<Candidate/your Full Name>

<Your Address>

<Your City, State, Zip Code>

<Your Phone Number>

<Your Email>

<The Date>

<Name of the Hiring Manager/Recruiter>

<Name of the Department>

<Name of the Company>

<City, State, Zip Code>

Subject: Letter of Thanks from <Candidate/your Name> (Administrative Assistant)

Dear Mr./Miss/Mrs. <Surname of the Hiring Manager/Recruiter>

I wanted to reach out to thank you for taking the time to interview me <insert the date of the interview> about the Administrative Assistant Position at <insert name of the company>.

I truly enjoyed speaking with you and learning more about where the company is headed. I believe you have a very exciting year to look forward to with the recent plans and developments.

At such a juncture, I would love to contribute my skills and experience to consolidate your team's efforts into realizing the company's aspirations. My skills in <State your skills which are necessary for the job> would complement the drive to push for higher achievement.

I look forward to talking to you and working with your team soon, after you decide on the right candidate.

Sincerely,

<Candidate/your Signature>

<Candidate/your Full Name>