

NOTE: FORMAT CAN BE ADAPTED FOR EMAIL.

222 Oak Street  
Monmouth City, NJ 07999

July 1, 202X

Mr. William O'Hara  
Personnel Director  
Expedited Distribution Services  
5678 Industrial Parkway  
Trentonville, NJ 08888

Dear Mr. O'Hara,

I greatly appreciate the time you spent with me to discuss the position of Administrative Assistant at your company. Your interest in my candidacy is very encouraging.

If you need additional information regarding my qualifications, please do not hesitate to contact me.

I look forward to hearing from you, as I hope to become a member of your team.

Sincerely,

Tracey Waters  
(609) 555-5555  
twaters89@email.com