

Your street address
City, State Abbreviation Zip Code
Current Date

Ms. Ellen Jones
North Industries
555 Park Place
Pittsburgh, PA 15201

Dear Ms. Jones:

Thank you for spending time with me to discuss the position of Administrative Assistant in your sales division at North Industries. The position you described sounds very challenging, and I am confident I could do a good job meeting your needs. You mentioned the atmosphere is very fast paced, and I want to reiterate that I am not bothered by occasional chaos. In fact, I work best under pressure and am not afraid of deadlines.

My exposure to the friendly staff at your organization has further convinced me that North Industries is a firm to which I would be proud to belong. I look forward to hearing from you soon. Again, thank you.

Sincerely,

Mary Page