

FOLLOW UP LETTER

Sam Someone

123 Employment Avenue
Sometown, Anywhere
A1B 2C3
(123) 456-1234

November 22, 2002

ABC Company
111 Work Street
Sometown, Anywhere
T5T 5T5

Dear Mr. Employer,

Thank you for taking the time to meet with me on Monday to discuss the customer service representative position. While many of the responsibilities you outlined are familiar to me through my previous employment, the prospect of putting my experience to work in a new field is exciting.

I look forward to hearing from you. Please let me know if you need any further information to assist you with your decision.

Sincerely,

Sam Someone