

Subject: Thank you

Dear Mr. Miller, Ms. Fernandez and Ms. Meads,

As I was leaving your office yesterday after my interview, I reflected upon how much I enjoyed meeting with you all and learning more about Valley Community College. I appreciate the time you spent with me discussing your opening for an Information Technology Consultant.

I am confident my experience with CSU, Chico and my educational background in Instructional Design and Technology make me an excellent candidate for the position. You mentioned the importance of having a person with significant WebCT and customer service experience. I feel that my background using WebCT, in addition to my experience in web design, my communication and customer service skills and my ability to learn quickly (demonstrated by my 3.7 GPA) will exceed your expectations if I am hired.

I was extremely impressed with Valley Community College's commitment to providing excellent service to your staff and faculty, as implied by the questions you asked during the interview. I look forward to the possibility of joining your team.

If there is any additional information I can provide to help you in your decision, please give me a call at (555) 555-5555. Thank you again.

Sincerely,  
Shirley A. Professional