INTERVIEW FOLLOW-UP LETTER & EMAIL

Wesley Lewis

2695 Snellville Rd

Snellville, GA 30078

March 18, 2020

Jane Jones

Personal Manager

Johnson Industries, Inc.

3275 Jobs Rd

Snellville, GA 30078

Dear Ms. Jones:

Thank you for the informative and pleasant interview we had last Thursday. Please extend my thanks to Mr. Johnson of the Accounting Department as well.

I came away from our meeting most favorably impressed with Johnson Industries. I find the Marketing Position you are filling to be an attractive one and feel confident that my qualifications would enable me to perform the duties to everyone’s advantage.

If I can answer any further questions, please let me know. Phone: 404-000-0000. Email: jobsearch@jobs.com

I am looking forward to hearing your final decision.

Sincerely,

Wesley Lewis

Wesley Lewis

Email Version

Subject line: Thank you for your time

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