

Email Correspondence

Follow Up

Subject: Follow up from Career Fair

Dear Mr. Smith:

Please accept the attached résumé as my application for the customer service position in your call center. I was excited to hear about this opportunity when we met at the recent Career Fair hosted by Central Piedmont Community College.

As I mentioned during our discussion, I feel my education and work experience make me a strong candidate for the customer service position. I earned an associate's degree in business administration from Central Piedmont Community College, where I was on the President's List for two semesters. My experience includes customer service work at Johnson Company, where I answered customers' questions by phone and in-person. My former supervisors and instructors will tell you I am a courteous worker who learns quickly. In addition, I am familiar with the latest computer software, including Microsoft Word, Outlook, Access and Excel.

I am excited about the opportunity to join your team. Please feel free to contact me at caldavis56@email.cpcc.edu or 704.555.9876 to further discuss how my qualifications make me a good fit for this position. I look forward to hearing from you soon.

Sincerely,
Calvin Davis
56 College Street
Charlotte, NC 28235
caldavis56@email.cpcc.edu
704.555.9876 cell • 704.555.2222 home

Attachment

Subject: Thank You

Dear Ms. Black:

I want to thank you for taking the time to meet with me yesterday to discuss the medical assisting position in your office. I enjoyed meeting you and your staff and learning more about the skills and qualifications you are looking for in a medical assistant.

After meeting with you, I am even more excited about the position and working in your office. I believe that my education and externship experience would fit well with what you are seeking and that my dedication to customer service would be an asset as well. If selected for the position, I am confident that I would make a significant contribution to your office and become a valuable member of your team.

Again, I am excited about the position and about working with you and your staff. If you need additional information, please feel free to contact me at 704-555-8888. I look forward to hearing from you soon and thank you for your consideration.

Respectfully,
Alex Barnett
76 Water Street
Concord, NC 28025
alexbar885@email.cpcc.edu
704.555.8888 cell • 704.555.7777 home

Thank You