Thomas Jones

+1 (123) 456 1234

1234 Park Ave Adrian, MI 49221

Thomasjones1234@gmail.com

DEAR MR. JOHNSON,

Thank you for the interview today. I appreciate your consideration of my qualifications and application. The position for part-time medical assistant in your assisted living facility sounds exciting to me. I will check with you next Monday to see if you have made a decision regarding this job opportunity. If I can answer any questions, please call me at (123)456-1234.

Thank you again for your interest.

YOURS SINCERELY,

THOMAS JONES

Chris Johnson, Hiring Director

Glacier Hills Assisted Living

1234 S. Westwood St

Ann Arbor, MI 49239

15 May 2020