

CASEY ESPINOZA

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June 22, 2021

XYZ Construction
12 Oak Drive
Green City, NJ 56789

To: Frankie Rivera, Office Manager

Dear Frankie Rivera,

Thank you for interviewing me yesterday regarding the position you have open for an accounting assistant. It was a pleasure to meet you and Mrs. Godfrey, the accounting department manager.

I am excited to work at XYZ Construction. I promise to be a dependable and trustworthy member of the accounting department team. As I said in my interview, I am a person who sets goals and then achieves those goals. If hired at XYZ Construction, I will continue to be a full-time student seeking an Associate's degree in Accounting. The more I learn, the better employee I will be at XYZ Construction.

Thank you for your time. I appreciate the opportunity to interview for the accounting assistant position, and I look forward to hearing from you soon.

Sincerely,

Casey Espinoza

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