



To: mkline@ff.org

From: Sample A @ffa.online

Subject: Thank You For Your Time

Dear Mr. Mark Kline,

Thank you for taking the time to meet with me and discuss the teacher assistant position at Valley City's 0-5 Head Start program. I appreciate the opportunity to meet with your team and discuss both the position and your company. I especially enjoyed my conversation with the interview team about handling mandated reporter situations. As we both know, this can be a tricky subject and I am glad we were able to discuss some of the tasks surrounding this process.

Following my interview, I still believe I would be a great fit for your team. I believe that my communication skills, organizational skills, experience in child care, and my previously obtained certifications would make me an awesome addition to your team. The idea of working with new children and coworkers makes me smile just thinking about it.

I feel confident that Valley City's 0-5 Head Start program is the place I want to be. I am enthusiastic about the possibility of continuing the interview process. Please do not hesitate to reach out to myemail@gmail.com or xxx.xxx.xxxx with any new information or questions. I look forward to hearing from you or another member of your team.

Once again, thank you for your time,

Sample A
selenskyemma@gmail.com
xxx.xxx.xxxx