

Example of a Followup Letter

Charles S. Miller
2503 Concord Lane
Lakeland, FL 27064
(863) 453-7786

James R. Johnson
Executive Director
YMCA
5544 Seminole Blvd.
Orlando, FL 26459

Dear Mr. Johnson:

Thank you for the opportunity to interview for the Youth Development Coordinator position. I appreciate your consideration and interest in me.

As we discussed this afternoon, my experience and educational experience have prepared me well for this position. I have enjoyed the similar work I have been privileged to do both in my current position and through my church involvement.

I want to reiterate my strong interest in working with you and the Orlando YMCA. Please keep in mind my personal attraction to this work that goes beyond just my academic credentials. I trust this gives me an added component as an appropriate candidate.

Again, thank you for considering me for this opportunity to build positive characteristics in the lives of young people and the chance to serve our community. As we discussed, I will call you Thursday morning to check on the status of your decision.

Sincerely,

Charles S. Miller

Notice the strong “selling” language still being used. Don’t be afraid to tell them you want the position and that you think you are the best candidate. If you aren’t convinced of that, it will be difficult for the interviewer to believe it.