

123 Main Street
Campbells, KY 12345

November 17, 2012

Dr. Martin C. Lawrence
FAMILY HEALTH CARE
7899 Hawkins St.
Campbells, KY 12345

Dear Dr. Lawrence:

Thank you for giving me the opportunity to interview for the Medical Assistant position. I appreciate your consideration and interest in me. I learn a great deal from our meetings.

Although I am disappointed in not being selected for your current vacancy, I want you to know that I appreciated the courtesy and professionalism shown to me during the entire selection process. I enjoyed meeting you, Melissa Talley, and the other members of your medical staff. My meetings confirmed that Family Health Care would be an exciting place to work and build a career.

I want to reiterate my strong interest in working for you. Please keep me in mind should another position become available in the near future.

Again, thank you for the opportunity to interview. Best wishes to you and your staff.

Sincerely,

Karley Jansen