

THANK YOU—AFTER AN INTERVIEW

1006 CANDLEWOOD
AUSTIN, TEXAS 78712

MARY BAXTER

(512) 555-9845
MB@YAHOO.COM

Date

Name
Address

Dear Mrs. Perez:

I would like to thank both you and Ms. Fox for taking time to meet with me this past Wednesday to discuss the MSSW field placement position. I really enjoyed learning more about the Johnson Center and the many services it provides to the community. After speaking with you and learning more about your agency, I feel strongly that my experiences in working with older adults and their families, planning with an interdisciplinary team, and coordinating special services offers the leadership qualities you are seeking from an MSSW intern.

Enclosed you will find a list of my references as well as the report I wrote on long-term care alternatives that you requested. Please feel free to contact me if you have any further questions. I look forward to hearing from you soon. Again, thank you for your time and consideration.

Sincerely,

Name