To:

From:

Subject:

Ms. Decision Maker,

I am so glad that you perceive the potential for a strong fit between my skills and DEF Company's hiring needs. When I responded to your advertisement, I just knew that this position is one where I could really make a positive difference. I gladly accept your invitation to interview for the Administrative Assistant position on Tuesday, August 29.

I am so impressed with DEF Company's mission statement and reputation in the community. It is important to me to work with a company that is so highly regarded, and I look forward to having an opportunity to contribute as a member of your team. I am excited to have an opportunity to discuss with you just how much of an asset I can be to your organization during our in-person meeting next week.

I look forward to a productive interview.

Regards,

Pick Me