

Subject Line: Samantha Falkner – Thank you for Sheriff's Deputy position interview

(No date is necessary as email is dated.)

Dear Captain Nelson,

Our meeting today left me feeling enthusiastic about the possibility of joining your team as Sheriff's Deputy. Thank you for your introduction to the department and detailed description of the position's requirements and your expectations.

Considering your immediate goal of improving relationships between the department and community neighborhoods, I know my verbal communication skills and interpersonal strengths would be an asset on the job and bring positive direct results. I'm glad you were pleased by the extent of my volunteer work with youth. It's an important part of my life. I have given some thought to your concern for improved city park security and offer the idea of involving park area teens in an organized cleanup and landscape effort.

As we discussed, I will call the city's Human Resource Department in a few weeks to learn of your department's selection. Call (920) 333-3333 or email me if you have any questions. Again, thank you.

Sincerely,

Samantha Falkner