**Subject Line:** Thank You - Marketing Assistant Interview

Dear Mr./Ms. Last Name:

I appreciate having the opportunity to speak with you today about the marketing assistant position at the ABCD company. The job seems to be a perfect match for my abilities and interests.

In addition to my enthusiasm, I will bring to the position strong communication skills, flexibility, and the ability to encourage others to work cooperatively with the department. During our conversation, I noted that one point you stressed was your need for a Marketing Assistant who can work overtime and/or on weekends during product roll-outs and during the height of your sales season during the holidays. Please know that I am more than happy to “go the extra mile” and can ensure that I will be available to work extra hours as these are warranted.

I appreciate the time you took to interview me, and look forward to having the opportunity to meet with you in person.

Again, thank you very much for your time and for your consideration. I hope to hear from you soon.

Best Regards,

FirstName LastName  
Email Address  
Phone Number