**FOLLOW-UP THANK YOU EMAIL AFTER PHONE INTERVIEW**

Dear \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_,

I enjoyed speaking with you today about the Administrative Assistant position for (organization name here). Thank you for granting me a phone interview. After our conversation I felt even more confident that I am well suited for this position as many of the job responsibilities are very similar to what I am currently doing for my present employer. As mentioned during the phone interview, I am highly skilled at prioritizing projects, juggling multiples tasks, and meeting deadlines. In addition to my comfort level with the software you’re using, I can make a wonderful contribution to your office by sharing my knowledge of the advanced features and functionalities of that software. The office environment and company culture you described are a fantastic fit for me! If hired, my transition into your organization would be very smooth.

I appreciate the time you spent with me for the phone interview. Please feel free to contact me for any additional information you may need.

I look forward to learning your hiring decision.

Sincerely,

(YOUR NAME HERE)