To

Tim Reynolds

Senior Manager, Human Resources

St. Xavier’s International School

Reading road, Putney

London, United Kingdom

3rd April 2014

SUBJECT: thank you for the interview

Respected Sir,

I, Anna Pattinson, an applicant for the English teacher position in your school am writing this letter to you to thank you for taking my interview on 2nd April 2014 and would like to express my gratitude towards you for considering me for this position.

St. Xavier’s International School is one of the most reputed educational institutions in London and it would be a great opportunity to be a part of it. I can assure you that I would do a great job if hired as a senior secondary English teacher. I am an n Oxford graduate in English Literature and believe that my qualifications are well suited for this post. I also possess 4 years of experience as an English teacher which I would use in the best possible way if given a chance.

I would like to believe that the interview went well and am really looking forward to a call from you.

Thanking you once again,

Sincerely

Anna Pattinson