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Name of person you are sending letter to  
Abc street  
Carmel, NY 10512

Dear Mr or Ms. Mrs. Name of person you are sending letter to

Thank you for taking the time to discuss the Cornell Cooperative Extension 4-H Summer Assistant position with me. After meeting with you and hearing more about the position I am further convinced that my background and skills coincide well with your needs.

I really appreciate your consideration of me. I feel I could learn a great deal from you and would certainly enjoy working with you.

In addition to my qualifications and experience, I will bring excellent work habits and judgment to this position. With the countless demands on your time, I am sure that you require people who can be trusted to carry out their responsibilities with minimal supervision.

I look forward to hearing from you concerning your hiring decision. Again, thank you for your time and consideration.

Sincerely,

Your name