

Dear _____

I would like to thank you and your staff for the opportunity to meet with you and get first hand information about the customer support position.

Your training program seems very thorough and it is not surprising that it has won awards for excellence. With the training you offer and my experience working on the university IT help desk, I am sure that I would be able to quickly provide friendly and efficient customer assistance.

After meeting the team, I am very excited about the prospect of joining the customer service department. If there is any other information I can provide to help you with your decision, please let me know.

Best regards,