To:

From:  
  
Subject:

Mr. High-Tech,

I am very excited to have an opportunity to interview with you via Skype for the position of Account Executive with Studio Services, Inc. I gladly accept your invitation to meet virtually next Tuesday at 3 p.m. EST. My Skype ID is \_\_\_\_\_\_\_\_\_\_.

The fact that your company is known as a leader in innovation is one of the reasons I am so interested in joining your team, so I wasn't surprised at all to see that you are utilizing a technology-mediated tool like Skype to expedite the interview process.

I look forward to having an opportunity to share my approach to innovation with you when we speak next week. I am confident that we will have a productive conversation, and that you'll see why I am a perfect choice for this position.

Regards,

Confident Candidate