**NAME**

Address | Phone Number| Email

LinkedIn URL

September 26, 2017

Name

Title

Organization Name

Address

Dear (Hiring Manager Name):

I would like to take this opportunity to thank you for your interview today and to express my strong and sincere interest in the position with (Company Name). I truly enjoyed meeting you and appreciate the time you spent with me as well as the valuable information you offered.

This position seems well suited to my strengths and skills. My widespread (field, i.e.: human resource management) experience in similar dynamic, performance-oriented environments, lends itself perfectly to the opportunity at hand. My familiarity and successful track record in all aspects of position placement, public speaking, and leadership and talent assessment (3 critical skills for the job) will ensure an immediate and positive impact on your company.

I look forward to hearing from you with regard to the next step. I am confident that I would be a tremendous asset to your team and am certain that the position of (job title) matches my career ideals and aspirations perfectly.

Thank you again for your time and consideration.

Sincerely,

- Hand Signature -

Name

Phone Number

Email