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| **Curt Henrichs** | Dublin, CA 94568 ▪ (262) 422-7274  [curthenrichs@gmail.com](mailto:curthenrichs@gmail.com) ▪ [LinkedIn](http://www.linkedin.com/in/curt-henrichs) ▪ [GitHub](http://www.github.com/curthenrichs) |

Date

**Name**

**Title**

**Company Name**

**Address**

**City, Location**

Dear **(Name or Hiring Manager)**:

Thank you for taking the time to meet with me yesterday. I truly appreciate the opportunity to learn more about the **[Position Title]** role and the exciting work being done at **[Company Name]**. Our discussion has only heightened my enthusiasm for this position and my interest in contributing to your team.

As we discussed, my background in embedded system engineering, firmware development, project management, and human-robot interaction equips me to address the challenges your team is tackling. With my experience in designing and maintaining complex systems, along with my commitment to cross-functional collaboration, I am confident in my ability to contribute meaningfully to **[Department Name]**.

**[Optional: Attached are the references you requested, who can provide additional insights into my qualifications and professional background.]**

Please don’t hesitate to reach out if there is any additional information I can provide. I look forward to the possibility of joining your team and contributing to the success of **[Company Name]**.

Thank you again for your time and consideration.

Best regards,

Curt Henrichs