

## Joseph Q. Applicant

123 Main Street, downtown, CA 12345-555-212-1234- [josephq@email.com](mailto:josephq@email.com)

May 21, 2024

Jane Smith  
Director, Human Resources  
Acme Office Supplies  
123 Business Rd.  
Business City, NY 54321

Dear Ms. Smith:

Thank you so much for interviewing me for the open sales position. I appreciate the time you spent explaining the hiring process and how your training program works. You're clearly very knowledgeable about sales and marketing.

As we discussed during the interview, my sales numbers at my current job increased by 50 percent over the past three years, and I was at the top of our sales force last year. I'm confident that combining my current experience with your training program will allow me to reach the top of your sales force as well.

Thank you again for taking the time to talk to me about the position. I believe I can benefit your company and look forward to meeting again soon. In the meantime, please let me know if you need any additional information.

Sincerely,

*Signature* (for a hard copy letter)

Joseph Q. Applicant