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| **Gary B. Genett** | Seattle, WA Zip Code? ▪ 206-391-6606  me@garybgenett.net ▪ linkedin.com/in/gary-b-genett |

[Current Date]

[Name of Hiring Manager]

[Title]

[Organization]

[Address]

[City, State, Zip Code]

Dear [Contact Name],

It was a pleasure meeting with you yesterday. I would like to take this opportunity to thank you for your time, as well as to express my appreciation for the information you offered about your company’s needs. Since our conversation my enthusiasm for the [Position Title] position and my interest in working for [Company Name] has increased.

Based on my previous experiences in project and program management in technical arenas, as well as on my capacity for leadership and team-oriented success, I am confident that the role we discussed will be an excellent fit for me. [OPTIONAL: Attached you will find my references as you requested, which I am sure will provide further insight into my qualifications for this role].

Please let me know when we might be able to further discuss this opportunity and please feel free to contact me for any additional information you may need. I look forward to the opportunity to meet with you again and I am excited at the prospect of joining your team at [Department Name].

Sincerely,

Gary B. Genett

Enclosure