Your Name

Street Address

City, ST ZIP Code

Date

Recipient Name

Title

Company Name

Street Address

City, ST ZIP Code

Dear Recipient Name:

Thank you for the opportunity to discuss your opening for a Job Title. It was a pleasure meeting you on date, and learning more about the position and Company Name. I was impressed with the projects that Company Name is developing and with your plans for the company’s growth.

I am enthusiastic about the possibility of working for you at Company Name. The position sounds like a perfect match for my skills and experience. Please contact me at phone number if you have any questions. I look forward to hearing from you soon.

Sincerely,

Your Name