

Nancy Applicant

Anytown, CA 12345 · 555-555-5555 · nancy.applicant@email.com

May 22, 2024

Carter Lee
Director, Publishing
ACME Media
123 Business Rd.
Business City, NY 54321

Dear Mr. Lee:

I sincerely enjoyed meeting with you yesterday and learning more about the content associate position at ACME Media.

Our conversation confirmed my interest in becoming part of ACME Media. I was particularly pleased with the prospect of being able to develop my own article ideas with the head of the bureau and develop my multi-media skills.

I feel confident that my experiences both in the workplace and in the classroom would enable me to fill the job requirements effectively. Please feel free to contact me if I can provide you with any further information. I look forward eagerly to hearing from you and thank you again for the courtesy you extended to me.

Sincerely,

Carter Lee (signature hard copy letter)

Carter Lee

Charlie Applicant

Anytown, CA 12345 · 555-555-5555 · charlie.applicant@email.com

September 1, 2024

Casey Lee
Account Executive
Smith Agency
123 Business Rd.
Business City, NY 54321

Dear Ms. Lee:

It was very enjoyable to speak with you about the assistant account executive position at the Smith Agency. The job, as you presented it, seems to be a very good match for my skills and interests. The creative approach to account management that you described confirmed my desire to work with you.

In addition to my enthusiasm, I will bring to the position strong writing skills, assertiveness and the ability to encourage others to work cooperatively with the department. My artistic background will help me to work with artists on staff and provide me with an understanding of the visual aspects of our work.

I understand your need for administrative support. My detail orientation and organizational skills will help to free you to deal with larger issues. I neglected to mention during my interview that I had worked for two summers as a temporary office worker. This experience helped me to develop my secretarial and clerical skills.

I appreciate the time you took to interview me. I am very interested in working for you and look forward to hearing from you about this position.

Sincerely,

Charlie Applicant (signature hard copy letter)

Charlie Applicant

Joseph Q. Applicant

Anytown, CA 12345 · 555-212-1234 · josephq@email.com

October 12, 2024

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

Dear Ms. Smith,

Thank you for taking the time out of your busy schedule to talk to me about the Senior Programmer Analyst position with Acme Office Supplies. I appreciate your time and consideration in interviewing me for this position.

After speaking with you and the group, I believe that I would be a perfect candidate for this position, offering the quick learning and adaptability that is needed for a diversified position.

In addition to my enthusiasm for performing well, I would bring the technical and analytical skills necessary to get the job done.

I am very interested in working for you and look forward to hearing from you once the final decisions are made regarding this position. Please feel free to contact me at any time if further information is needed. My cell phone number is (555) 111-1111.

Thank you again for your time and consideration.

Sincerely,

Signature (hard copy letter)

Joseph Q. Applicant