

## SAMPLE 1

1435 Any Street  
Hometown IL 61920  
(Today's Date)

Ms. Mary Lou Nelson  
Manager of Human Resources  
XYZ Corporation  
2901 Glenwood Ave  
Chicago IL 60429

Dear Ms. Nelson:

Thank you for the interview on (date) at (location or university). I enjoyed talking with you and learning more about the (position, kind of work) with XYZ Corporation.

I am enthusiastic about the prospect of joining your organization. (Describe what sparked your interest). As I mentioned during our interview, my (name your relevant background, skills or educational emphasis) would enable me to make the transition to your company with relative ease.

*OPTIONAL PARAGRAPH: Enclosed is (anything that will strengthen your candidacy for the position. Tell why you are enclosing the item and how it relates).*

I look forward to hearing from you within the next few weeks. If I can provide you with any additional information, please call me at 217-333-3300.

Sincerely,

Sarah B. Applicant

## SAMPLE 2

460 Brook Road  
Santa Fe, New Mexico 87541  
(Today's Date)

Pat Cummings  
Director of Human Resources  
Any Corporation  
1140 Main Street  
Chicago, IL 60605

Dear Ms. Cummings:

Thank you for the opportunity to discuss your opening for a statistician. I enjoyed meeting with you and Mr. Tate and learning more about the X position Any Corporation.

My experience at the Department of Labor and my educational background in statistics, economics and business administration have prepared me to meet the challenges of this position. My extensive knowledge of computers and statistical software would also be especially valuable to me as a statistician with your firm.

I was particularly impressed with Any Corporation's strong commitment to innovation and growth, as well as its plans to expand into the overseas market. I believe that this type of environment would challenge me to do my best work and would build upon my study abroad experience.

Please contact me for clarification of any questions about my qualifications. I may be reached at 555-666-7777 or by email at: jjjjsmith000@xxx.edu. Additionally, I am willing to travel to Any Corporation to meet the managerial staff and team members associated with the position. I remain highly interested in the position and committed to exceeding the goals we discussed during our interview.

Sincerely,

Joan Smith