

Ms. Manager

Any Address, Any City, USA 55555
manager@email.com
999-999-9999

Hiring Manager
XYZ Company
Any Address
Any City, USA 55555

Date

Dear Hiring Manager,

Thank you for interviewing me today. I appreciate the considerable time you spent. After meeting you and the members of your staff, I am convinced that XYZ Company is an outstanding organization. I am impressed with your company's aggressive goals and the creativity I observed during the tour you graciously hosted. Your business practices, policies and employee wellness programs are commendable.

Being a team player, I was particularly struck by the environment of cooperation and synergy between the various departments. I believe my proven track record for exceeding objectives, innovative style and "big picture" thinking is a perfect fit for the position and your team. The District Sales Manager at XYZ Company is exactly the employment opportunity I am searching for, and I am confident you will find me to be the right candidate for the job.

If you have follow up questions please do not hesitate to contact me. Thank you again for meeting with me. I look forward to hearing from you.

Sincerely,

Ms. Manager
