[Your Name]

[Street Address]

[City, ST ZIP Code]

[Date]

[Recipient Name]

[Title]

[Company]

[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]