

**JANE SMITH**

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East Peoria, IL 61611  
(309) 555-5555  
Jane.Smith@yahoo.com

August 5, 2010

John Doe  
ABC Organization  
123 Main Street  
Peoria, IL 61602

Dear Mr. Doe:

Thank you for meeting with me on Wednesday, July 21, 2010. I very much enjoyed meeting with you to discuss my candidacy for your [insert position title] position. I found our conversation to be both informational and encouraging.

I am very enthusiastic about the chance to become the [insert position title] with ABC Organization. The interview made clear ABC Organization's reputation as a highly-regarded organization and employer. The friendly and energized environment evident during the interview increased my interest in ABC Organization. I was also excited to learn more about ABC Organization's activities and the challenges facing the Organization in the next few years. Our conversation about the issues facing ABC Organization and the type of work expected from the [insert position title] make me confident I will fit well in this environment. As we discussed, I feel my experience in governmental environments along with my exposure to employment laws in my human resource career, my ability to draft and communicate policies effectively, and my experience with contracts will allow me excel as the [insert position title].

If you should need any additional information, please do not hesitate to contact me. Thank you again. I look forward to hearing from you in the near future.

Sincerely,

Jane Smith