

YOUR NAME

Sample Thank You
Letter

512 Student Lane
New Albany, IN
812-944-1234
gus@ius.edu

April 15, 20XX

Mr. Anthony B. Stratton, President
Commodity Transporters, Inc.
14 Hunter Lane
Louisville, KY 40201

Dear Mr. Stratton:

I appreciate meeting with you and David Jones, the regional manager, on Thursday, May 17, to discuss the transportation manager's position.

My success as a first-line supervisor reflects my ability to achieve management's objectives through effective supervision and follow-up. My background in management and traffic will enable me to be effective in this job and make a difference to your company.

I am very interested in joining Commodity Transporters and responding to the challenges within transportation management. Thanks again for your time and a very productive day.

Sincerely,

Sherry R. Henderson

YOUR NAME

Sample Cover Letter:
Based on Employment
Location Interest

512 Student Lane
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gus@ius.edu

April 15, 20XX

Ms. Clara Flannigan
Personal Manager
Zebtron Laboratories, Inc.
P.O. Box 14187
Louisville, KY 40219

Dear Ms. Flannigan:

I appreciate meeting with you and Mary Malden, Director of Research Services, this past Wednesday.

Because of Zebtron's reputation for leadership within the food additive industry, I am very interested in your Research Analyst position. As I emphasized during my interview, I thrive on challenge. As the world's food production decreases, the need will arise to develop new chemical preservatives that are both safe and inexpensive. I would like to help Zebtron meet that challenge.

Ms. Malden mentioned that Zebtron encourages its research personnel to use the laboratory facilities to conduct independent research studies. I trust she mentioned to you that I have completed some preliminary investigation into the rapid-freezing process for meat products. According to my calculations, it appears that close tolerance humidity control could alleviate the crystallization problem that other researchers have encountered. I would appreciate the opportunity to discuss such studies with you.

I understand that you are personally screening several candidates for this position and will expect to learn of your decision within the next two weeks. Thank you again for your time and a very informative afternoon.

Sincerely,

John W. Bradley
Cc: Mary Malden