Company X   
Address  
Somewhere, MA 00000

Dear Ms. Doe:

Thank you for taking the time to meet with me on \_\_\_\_\_\_\_\_\_ regarding the position of \_\_\_\_\_\_\_\_\_\_\_\_\_\_ at \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_. I appreciate your discussing with me the specific details of the position, and I am very excited about the possibility of becoming a member of your organization.

At my previous position as \_\_\_\_\_\_\_\_\_\_\_\_ at \_\_\_\_\_\_\_\_\_\_\_, I assisted with all aspects of \_\_[the position]\_\_\_\_, handling tasks such as \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

During our discussion you mentioned that the position requires \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_. At \_\_\_[previous position]\_\_\_, I \_\_\_\_\_\_\_\_\_\_\_\_\_ . [Highlight a specific thing you did at your previous job that coincides with what the new position requires]. That experience prepared me for the challenges of \_\_\_\_[position at the hiring company]\_\_\_.

I want to confirm with you that I go the extra mile in each and every task I undertake, and believe that I will be an asset to your organization.

Again, thank you for considering me for the positon of \_\_\_\_\_\_\_\_\_\_\_\_\_\_. Enclosed please find a list of professional references and [if required] a writing sample. Do not hesitate to contact me with any questions. I would be very grateful for the opportunity to work at \_\_\_\_\_\_\_\_\_\_\_\_. I look forward to hearing from you.

Sincerely,

Mark Johnson

Enclosure: References

Writing sample