Joseph Q. Applicant

123 Main Street, Anytown, CA 12345 · 555-212-1234 · josephq@email.com

October 12, 2021

Jane Smith

Director, Human Resources

Acme Office Supplies

123 Business Rd.

Business City, NY 54321

Dear Ms. Smith,

Thank you for taking the time out of your busy schedule to talk to me about the Senior Programmer Analyst position with Acme Office Supplies. I appreciate your time and consideration in interviewing me for this position.

After speaking with you and the group, I believe that I would be a perfect candidate for this position, offering the quick learning and adaptability that is needed for a diversified position.

In addition to my enthusiasm for performing well, I would bring the technical and analytical skills necessary to get the job done.

I am very interested in working for you and look forward to hearing from you once the final decisions are made regarding this position. Please feel free to contact me at any time if further information is needed. My cell phone number is (555) 111-1111.

Thank you again for your time and consideration.

Sincerely,

*Signature* (hard copy letter)

Joseph Q. Applicant