Lanira Applicant

123 Main Street, Anytown, CA 12345 · 555-555-5555 · lanira.applicant@email.com

September 16, 2020

Harriet Lee

Director, Human Resources

Lowell Companies

123 Business Rd.

Business City, NY 54321

Dear Ms. Lee,

I’m writing to thank you for interviewing me for the management trainee position at Lowell Companies. I’m excited about this opportunity, and I appreciate your time.

My experience in client services, along with my effective communication skills, time management, and public speaking abilities, make me an exceptional candidate to enter your management trainee program. I believe the program would enhance my skills and position me to be an effective manager in your company.

Again, thank you so much for the interview. Please feel free to contact me if you have any questions or if I can provide any additional information. My cell phone is 555-555-5555, and my email is lanira.applicant@email.com.

Sincerely,

*Lanira Applicant* (signature hard copy letter)

Lanira Applicant