Barry Applicant

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May 9, 2022

Jim Lee

Vice President Marketing

Acme Marketing

123 Business Rd.

Business City, NY 54321

Dear Mr. Lee,

Thank you for taking the time to interview me for the second time. I appreciate your continuing interest in my candidacy for the Marketing Director position.

As we discussed, my strong skill set and my experience with ABC Company in a very similar role would enable me to assume strong leadership, immediately providing the guidance and expertise to improve departmental performance exponentially. I was interested in learning more about your vision for the department’s growth during our discussion, and I am excited about having the opportunity to introduce methods to quickly reach these goals.

Thank you again for your consideration; I look forward to hearing from you.

Best regards,

*Signature* (hard copy letter)

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**Subject:** Thank You

Dear Brittney,

It was great to meet with you about the masseuse position at ABC Wellness Center. During my initial interview with Lindsay, I got a terrific insight into the way you integrate total wellness into your program. I was glad to have the opportunity to share with you some of the ways that I think my specialization would fit in with your approach.

Thank you for considering me for the position. I look forward to hearing from you in the next few days.

Regards,

Alexa Smith

alexasmith123@email.com

123-444-5555 cell