Jasmine Applicant

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May 12, 2020

Amanda Lee

Manager

Acme Retailers

123 Business Rd.

Business City, NY 54321

Dear Ms. Lee:

I appreciate your taking the time yesterday to speak with me regarding the Position at Acme Retailers. Thank you both for speaking with me and for giving me a tour of your office so that I could meet your other team members.

After the interview, I have a better understanding of what the responsibilities and opportunities are in the position. I was particularly interested to learn about the diverse skill set you are seeking in your next Sales Associate, and I believe that my knowledge and goals are very compatible with the needs you outlined.

It was a pleasure to talk with you; I left our interview with an even stronger interest in joining your team at Acme Retailers. Please contact me if you have any additional questions for me. Thank you for your time and consideration.

Best regards,

Jasmine Applicant