

## Sample #3

Koleen Jones  
315 E Willows DR.  
Spokane, WA 99208  
(509) 555-4994

CURRENT DATE

Mr. John Dohamann  
Personnel Unlimited  
2436 S Mapleton Lane  
Spokane, WA 99204

Dear Mr. Dohmann:

Thank you for letting me interview with you today. I now know about your organization and what it represents.

Since you shared your expertise with me, I understand quite a bit more of what the position requires and feel I am very qualified. I am interested in working with you and would like to be employed with your company. There is a great deal I have to offer.

I am hoping for your consideration, and I think that working for you would be a great opportunity.

Sincerely yours,

Koleen Jones