

[Your Name]
[Street Address]
[City, ST ZIP Code]
July 2, 2008

[Recipient Name]
[Title]
[Company Name]
[Street Address]
[City, ST ZIP Code]

Dear **[Recipient Name]**:

Thank you for the opportunity to discuss your opening for a **[job title]**. It was a pleasure meeting you on **[date]** and learning more about the position and **[Company Name]**. I was impressed with the projects that **[Company Name]** is developing and with your plans for the company's growth.

I am enthusiastic about the possibility of working for you at **[Company Name]**. The position sounds like a perfect match for my skills and experience. Please contact me at **[phone number]** if you have any questions. I look forward to hearing from you soon.

Sincerely,

[Your Name]