



**SAMPLE NOTE**

(Date)

(Company Contact Name)

(Company)

(Company Address)

Dear (Hiring Manager),

Thank you for your time this afternoon. I really appreciate that you took so much time to acquaint me with the company. After meeting with you and learning more about the company's operations, I am further convinced that my background and skills coincide well with your needs.

(Name of Company) has an outstanding reputation in the field of (Name of career field) and is the type of organization of which I'm eager to be a part. I pride myself on being an outstanding (career skill or trait) and (career skill or trait), and look forward to a chance to make a positive contribution to your company.

If you need any additional information, please feel free to call me at (555) 555-5555, or email me if that is more convenient. In the meantime, I'll look forward to hearing about the status of my candidacy in the near future.

Best Regards,

(Your Signature)

(Your Email Address)