Haylie Applicant

123 Main Street, Anytown, CA 12345 · 555-555-5555 · haylie.applicant@email.com

September 1, 2018

Isabella Lee

Director, Human Resources

Acme Corporation

123 Business Rd.

Business City, NY 54321

Dear Isabella,

It was a pleasure to meet with you yesterday during my interview for Manager of the Marketing Department. I appreciated your well thought out questions, and hope that I was able to address them all thoroughly. I enjoyed the candor and humor that you showed during the interview, and I believe that my management style would work well in your group.

I also appreciated you taking the time to share information on the Marketing team and the projects and events you are working on. You were very informative, and I am grateful for the insight you provided.

Thank you very much for taking the time and consideration to meet with me. If you have any additional questions, please don't hesitate to contact me directly.

Sincerely,

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September 1, 2018

Ivan Lee

Director, Human Resources

Acme Corporation

123 Business Rd.

Business City, NY 54321

Dear Mr. Lee,

I wanted to take this opportunity to thank you personally for all the time you spent with me when I visited your office. I have thought quite a bit about the possibility of joining your team and believe that, in addition to the contributions I could offer, I would learn a lot from you and benefit greatly from your talent, wisdom, and experience.

I am very interested in working for Acme Corporation and look forward to hearing about this position soon. If there is any other information I can provide to help expedite the decision making, please let me know.

Again, I appreciate the time you took to talk with me.

Sincerely,

Haylie Applicant