

Letter should be centered vertically on the page.

Jane Doe
456 Main St.
New Orleans, LA 70119
504-555-5555
jdoe1234@dcc.edu

----- (2 line space) -----

Today's Date

----- (1 line spaces) -----

Isaac Delgado
Director of Human Resources
Delgado Insurance Company
1234 City Park Ave
New Orleans, LA 70119

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Dear Mr. Delgado:

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Thank you for the opportunity to interview with you on Thursday, March 10. I enjoyed the tour of your facility and I enjoyed meeting with the other staff members. The Human Resources Assistant position we discussed is an excellent opportunity for which I feel especially qualified.

As we discussed, my background in business and coursework in psychology will allow me to interact effectively with job applicants and current employees. Not only would I be able to discuss payroll and benefits, I understand from my internship experience the importance of building and maintain strong relationships with your employees while meeting the company's bottom line.

If you need any additional information, please do not hesitate to contact me by phone at 504-555-5555 or via email at jdoe1234@dcc.edu. Again, thank you for the opportunity to interview for this exciting position. I look forward to hearing from you soon.

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Sincerely,

Jane Doe

----- (3 line spaces) -----

Your name typed out

----- (1 line space) -----