

NOTE: FORMAT CAN BE ADAPTED FOR EMAIL.

222 Oak Street
Monmouth City, NJ 07999

July 1, 202X

Mr. William O'Hara
Personnel Director
Expedited Distribution Services
5678 Industrial Parkway
Trentonville, NJ 08888

Dear Mr. O'Hara,

I am writing to express my appreciation for the time you spent with me yesterday and for your interest in my ability to meet the demands of the Receptionist position available at your company.

If chosen to fill the vacancy, I am confident that I will satisfy all responsibilities of the position.

Sincerely,

Tracey Waters
(609) 555-5555
twaters89@email.com