

Jesse Strelow

xx-xxx xxxxxxxxxxxx, xxxxxxxx, xx XXXXX
(xxx) xxx-xxxx | xxxxxxxx@xxxxx.com

Prospective Employer Name

Address 1

Address 2

April 5, 2023

Dear To Whom it may Concern

I enjoyed the opportunity to visit with you in your office today concerning career opportunities with _____.

After discussing the future of the company, I am convinced that I can make a positive contribution, and believe our association could be mutually beneficial.

_____ has an outstanding reputation and is exactly the kind of organization with which I wish to associate myself. I look forward to an opportunity to make a positive contribution.

If I can provide any more information that would be of assistance to you, please don't hesitate to call me at the phone number listed above, or email me if that is more convenient. I look forward to hearing from you in the near future.

Again, thank you for your time.

Warmest regards,

Jesse Strelow