

Reference Page Example

Nancy Note

nnote@escs.edu | (111) 222-3333 | 123 Right Way | Milton, AL

August 15, 2019

Dear Mr./Ms. (Employer Name):

I enjoyed speaking with you about the (insert position) with (company name). Thank you for taking the time out of your busy schedule to meet with me. I appreciate your time and consideration in interviewing me for this position (can state specific position).

After speaking with you, I believe that I would be a perfect candidate for this position. I am motivated, organized, and determined. I am a quick learner and able to adapt to any situation. In addition to my enthusiasm for performing well, I would bring the technical skills and analytical skills necessary for this position.

I am very interested in working for you and look forward to hearing from you once the final decisions are made regarding this position. Please feel free to contact me at any time if further information is needed.

Thank you again for your time and consideration.

Sincerely,

(Your Handwritten Signature)

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