Sarah Smith/Communications Consultant Position - Message (HTML)

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To... Employer.com

Cc...

Bcc...

Subject Sarah Smith/Communications Consultant Position

Dear Mr. Jones:

I would like to thank you for taking the time to meet with me yesterday. After speaking with you and other members of the team, I am confident that my skills and qualifications for the Communications Consultant position are a perfect match. [Name of company] is an energetic, goal oriented and collaborative place to work which meshes well with my work ethic and personality. I will leverage my past experiences and provide a fresh perspective to make an immediate impact within the position and for [Name of company].

Thanks again for meeting with me, and I look forward to the prospects of working with you.

Sincerely,

Sarah Smith

Thank you le... Document1 -... Drafts - Lori.... Sarah Smith/... Sarah Smith/...

Email to Employer from a professional email address