

June 25, 2022

Mr. Richard Hayes
Human Resources Manager
Company XYZ
734 Mercantile Drive
St. Louis, MO 63105

Dear Mr. Hayes:

Thank you for taking the time to interview with me for your Account Manager position. I greatly enjoyed visiting your office, meeting the department staff, and learning about the ways I could potentially make an impact within the organization.

After discussing my skills and experience further with you, I am confident that I would be successful in the role of Account Manager. I believe my attention to detail and communication skills would enhance the value of this position and the mission and goals of Company XYZ.

Please do not hesitate to contact me if there is any additional information I can provide. I look forward to speaking with you again in the near future.

Sincerely,

Catherine Windsor

Catherine Windsor
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555-555-1234