Street

City, State Zip Code

Phone number

Email address

Jasmine Coffell

Month Day, Year

Their Name, their Tile

Company

Company Address

City, State Zip Code

Dear Their Name:

**(Thank Employer and write something good about the interview.)** Thank you for taking the time to discuss the insurance broker position at California Investments, Inc., with me. After meeting with you and observing the company’s operations, I am further convinced that my background and skills consider well with your needs. **(2 to 3 sentences)**

**(Talk About your skills.)** I really appetite that you took so much time to acquaint me with working the company. I feel I could learn a great deal from you and would certainly enjoy working with you. In addition to my qualifications and experience that we discussed in the interview, I will bring excellent work habits and judgment to this position. I am extremity organized and I can assure you that I will carry out all of my responsibilities with minimal supervision**. (4 to 5 sentences)**

(Say that you want the job) I look forward, Mr. Weatherby, to hearing from you concerning your hiring decision. Again, thank you for your time and conservation. (2 to # sentences)

Sincerely,

Your Name