

James CLARK
7229 Main Street
VRX 3J3 VANCOUVER

December 9th, 2014

Alex WILSON
270 Wellington St W
M5V 3P5 TORONTO

Subject: Job Interview

Dear Mr WILSON,

Thank you for taking the time to discuss this position with me. It was very enjoyable to speak with you and I really appreciated that you took so much time to acquaint me with the company. Now that I thoroughly know the role requirements, I am further convinced that my background and skills coincide well with your needs.

I neglected to mention during the interview that, in addition to my qualifications and experience, I will bring excellent work habits and judgement to this position. With the countless demands on your time, I am sure that you require people who can be trusted to carry out their responsibilities with minimal supervision.

I am very interested in working for you and I look forward to hearing from you concerning your hiring decision.

James CLARK