**JOHN DOE**

555 Deer Meadow Circle ▪ Colorado Springs, Colorado 80925

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johndoe@gmail.com

January 27, 2014

Ted Ryan

Manager, Veteran Programs West

Hire Heroes USA

220 Ruskin Drive

Colorado Springs, Colorado 80910

Dear Mr. Ryan,

I would like to take this opportunity to thank you for your interview today and to express my strong and sincere interest in the position with Company Name. I truly enjoyed meeting you and appreciate the time you spent with me as well as the valuable information you offered.

This position seems well suited to my strengths and skills. My wide-spread human resource management experience in similar dynamic, performance-oriented environments, lends itself perfectly to the opportunity at hand. My familiarity and successful track record in all aspects of position placement, public speaking, and leadership and talent assessment will ensure an immediate and positive impact on your company.

I look forward to hearing from you with regard to the next step. I am confident that I would be a tremendous asset to your team and am certain that the position of job title matches my career ideals and aspirations perfectly.

Thank you again for your time and consideration.

Sincerely,

John Doe

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