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# June Moha

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Date

Hiring Manager

Title

Company Name

Street Address

City, State Zip

Dear Hiring Manager:

It was a pleasure meeting with you today regarding the [REDACTED] position, an opportunity I find quite exciting.

As we discussed, my qualifications very closely match the requirements that you have for the position. In addition, my experience in project design, development and support will enable me to work cross-functionally with your company managers, their staff and your vendor partners.

If I can be of further assistance in the decision process, please feel free to give me a call at either of the numbers listed above. I look forward to hearing from you shortly.

Thank you for your attention.

Sincerely

June Moha