

John Jordan

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July 2, 20xx

Ms. Jane Smith
Controller and Treasurer
ABC Corporation
1234 Main Street
Palatine, IL 60067

Dear Ms. Smith:

Thank you very much for the opportunity to interview for the Accounts Payable position yesterday. The interview strengthened my enthusiasm for the position and my interest in working at ABC Corporation.

As we discussed, you are looking for someone that can come in with knowledge of accounting procedures, communication skills and computer skills. With the combination of my education and experience I feel I am that person and I am certain I could make a positive contribution to your organization.

Again, I am very interested in this position and I am available for a follow-up interview at your convenience. Please feel free to contact me if I can be of any further assistance. I can be reached at 847-555-5555.

Thank you again for your time and consideration. I look forward to hearing from you.

Sincerely,

John Jordan