

Eager J. Seeker

Phone: (222) 555-1234

ejseeker@email.com

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1234 Street Address, Anytown, Indiana 49085

October 10, 2005

Ms. First Name Last Name  
Job Title  
Company Name  
Address  
City, IN ZIP CODE

Dear Ms. Last Name,

Thanks for the opportunity to interview with you at Name of Company this Tuesday. Seeing your facility and being able to meet some of your patient care staff gave me a much better understanding of the range and quality of the medical care you provide.

I was most impressed with the friendliness of your reception staff and the sense of order I detected in the departments at your care center. As I mentioned during our conversation, I would very much like to find a workplace that recognizes individual effort and conveys a sense of congeniality as well as professionalism.

I definitely feel Name of Company can do both, and hope that I have an opportunity to serve as a productive addition to your staff. Thank you again for your hospitality and insights. I hope we have an opportunity to work together soon.

Sincerely,

Job S. Eeker