

Date

1374 Court Street
Fulton, Missouri 65251

Ms. Lauren Liu
Managing Editor
Amazon.com
P.O. Box 6898
Seattle, Washington 98961

Dear Ms. Liu,

Thank you for meeting with me yesterday to discuss the category writer position currently available at Amazon.com. I would like to extend my tanks to your entire staff for making me feel so welcome during the interview.

After interviewing with you and the current category writers, I am even more confident that my education, experience and skills are well-suited for the editorial department. While the hours may be long and the work demanding, I am excited and energized by the potential challenges and rewards a career in this field has to offer.

Should you have any questions concerning my qualifications or which to obtain a list of references, please contact me at (573) 555-1234. I look forward to hearing from you again and to become an integral part of the Amazon.com team.

Sincerely,

Jane Doe