Your Name

Address

City, State Zip

Phone

Email

Date

Name of Contact Person

Job Title

Company/Organization

Address

City, State Zip

Dear Mr. /Ms. Last Name:

I just want to state again what a pleasure it was to talk with you back in November about a position as an Assistant Game Designer with Greater Cascades.

Our interview and the interviews I’ve been on since then have affirmed in my mind that Greater Cascades is the right environment for me and that I have a great deal to offer your company. I am hoping you are as interested in my qualifications as I am in contributing to your firm. I’m eager to bring my experience in design-related applications in both Mac and PC platforms, graphic-design skills, communications-studies background, and teamwork experience to Greater Cascades.

If you need further information, please call me at 000.000.0000. Thank you again for your time and I look forward to hearing from you soon.

Sincerely,

Signature

Typed Name