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 would like to take this opportunity to thank you for interviewing me this morning for the Outreach Worker position.

I enjoyed learning more about BOOM Health and what the position entails. I want to add that my passion for working with the public is to provide them with awareness on various health issues that engulf us in our everyday life. Furthermore, I am a quick learner and a team player. I am confident that my education, skills and experience can make an immediate contribution to BOOM Health.

If you should require further information, please feel free to contact me at 718.123.4567 or email.

Sincerely,

signature

Name

Enclosure: References