Street

City, State, Zip Code

Phone Number

Email Address

***Your Name***

Month Day, Year

Their Name, Their Title

Company

Company Address

City, State, Zip Code

Dear Their Name:

**(Thank employer and write something good about the interview.)** Thank you for taking the time to discuss the insurance broker position at California Investments, Inc., with me. After meeting with you and observing the company’s operations, I am further convinced that my background and skills coincide well with your needs. **(2 to 3 sentences)**

**(Talk about your skills.)** I really appreciate that you took so much time to acquaint me with the company. I feel I could learn a great deal from you and would certainly enjoy the interview. I will bring excellent work habits and judgment to this position. I am extremely organized and I can assure you that I will carry out all of my responsibilities with minimal supervision. **(4 to 5 sentences)**

**(Say that you want the job.)** I look forward, Mr. Weatherby, to hearing from you concerning you hiring decision. Again, thank you for your time and consideration. **(2 to 3 sentences)**

Sincerely,

Your Name