March. 15, 2006

Dr. Joan Nigles (Recruiter's name) Technical Design Group Director (Title)

Casey Engineering Systems Inc. (Company name)

81796 Bukit Timah Road (Address) Singapore 654789

Jean Denis (Your address)

84 Orchard Road

(+65) 93145678

Dear Dr Nagle,

The first paragraph is a simple thank you, and reminds the recruiter about the position for which you interviewed

Thank you for the opportunity to interview yesterday for the Sales Trainee position. I enjoyed meeting you and learning more about Casey Engineering Systems

Inc.

The second paragraph should briefly reiterate your skills and strengths for this position-why would you be the best person for this job?

After discussing this position with you, I am even more certain that my skills in and , as well as my experience with would benefit your company. The last paragraph is a brief thank you

Thank you for your consideration. I look forward to hearing from you. Sincerely,

Jean Denis