

Jennifer Jobseeker
222 McDonald Road
Sutter, CA 95982
(530) 555-2525

January 8, 2013

Target
Ms. Mary Manager
1153 Buttehouse Road
Yuba City, CA 95991

Dear Ms. Manager,

Thank you for taking the time to discuss the Sales Associate position at your store with me. After meeting with you and observing the store helped me in realizing my background and skills match well with your needs.

I appreciate that you took time out of your busy day to acquaint me with your store. It is no surprise that Target retains its employees for so long. Learning and working with you in this position would certainly be a joy.

In addition to my qualifications and experience I will be bringing excellent work habits to this position. With countless demands on your time having people who can be trusted to carry out their responsibilities with minimal supervision.

Looking forward, Ms. Manager to hearing from you concerning your hiring decision.
Again thank you for your time.

Sincerely,

Jennifer Jobseeker