

January 15, 20xx

33 Henry Street  
Long Branch, New Jersey 07764

Ms. Vanessa Quail  
Director of Human Resources  
Browning Pharmaceuticals  
55 Madison Avenue  
New York, New York, 10012

Dear Ms. Quail,

Thank you so much for taking the time to interview me last Monday. I truly enjoyed learning about the opportunities at Browning Pharmaceuticals and discussing my potential contributions to the firm should I be offered the position of marketing representative.

I found our discussion about the firm's new venture into cloud based marketing technology to be especially interesting. Your organization certainly seems to be very progressive in its business plan.

I look forward to hearing from you again soon with regard to this opportunity. Please feel free to contact me at 732-555-2378 or via email at [AJeffers@email.com](mailto:AJeffers@email.com).

Thank you again.

Sincerely,

Alexandra Jeffers