Name

Address

City, State Zip

Phone

Email

Date

(Name of Contact Person)

Job Title

Company/Organization

Address

City, State Zip

Dear Mr. or Ms. Last Name:

Thank you for interviewing me on June 26, 2017 for the Recreational Aide position available at We R Unique Nursing Home. I really appreciate that you took so much time to acquaint me with the facility and I was impressed with the team/family environment.

In addition to my qualifications and experience, I will contribute excellent work ethics and structure to the position. My values align well with your mission statement. I am also a strong believer that the key to success is treating people with equity, respect and dignity.

I look forward to hearing from you regarding your hiring decision. Should you require any additional information, please contact me 718-123-4567 or jdoe@yahoo.com.

Sincerely,

(signature)

Name

Enclosure: References