Jane Doe

123 North Alaska Avenue

 Palmer, Alaska 99645

January 11th, 2019

Ms. Holly Moneybags

Chief Executive Officer

Pillar Resources

2017 Happy Cash Road

Anchorage, Alaska 99502

Dear Ms. Moneybags:

Thank you for the opportunity to interview with you and the other members of Pillar Resources.

I enjoyed meeting with all of you and appreciated you taking the time to see if I would be a good fit for the company.

I believe that I can be an asset to your organization and am hopeful that my experience as a bookkeeper will help ease the load you’ve been carrying on your own.

Sincerely,

Jane Doe