

JENNIFER SMITH
555 MAIN STREET
ANYTOWN, NY 10019
(718) 555-1212
jsmith@yahoo.com

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Dr. Michael Jones
Family Health Care Center
214 Park Avenue South
New York, NY 10023

Dear Dr. Jones:

I would like to thank you for making the time to meet with me today. I was delighted to discuss with you how I would fit into the team at Family Health Care Center.

In touring your facility, I was particularly struck with how I would be an asset to your staff as I have both clinical and administrative training and experience. As we discussed, I believe that my fluency in Spanish and English would enable me to be an advantageous addition to your staff.

We did discuss that you had several other candidates to interview. Also, we agreed that I could call you next week to see where you are in the hiring process.

I am very confident that I would make a significant contribution to Family Health Care Center. My interest in working for your facility is stronger than ever, and based on your description of the position, I know I can do a good job. Please contact me at 718-555-1212, or via email at jsmith@yahoo.com, if I may answer any additional questions regarding my qualifications.

I look forward to speaking with you again next week.

Sincerely,

Jennifer Smith