

Your Name
Your Phone Number
Your Email Address

Samantha Dyck
555-555-5555
samanthadyck@emailaddress.com

July 28, 2016

Today's Date

Mr. James Neil
Concrete Supervisor
ABC Construction
123 Apple Lane
North Bay, ON
P1B 1B1

Interviewer Name
Interviewer Title
Interviewing Company
Company Address

Dear Mr. Neil,

Interviewer Name

Thank you so much for taking the opportunity to meet with me yesterday to discuss the open position of Concrete Laborer with ABC Construction. Thank interviewer for discussion regarding the job position.

It was a pleasure speaking with you, and getting to know more about the ABC Construction company. After our conversation, I am in confident that my skill set and experience would be an excellent addition to your team. Reiterate that you would make a good choice to join their team. Explain why, if possible.

Should you require any further information, please do not hesitate to contact me at the number and/or email address provided above.

I look forward to hearing from you.

Regards,

Samantha Dyck

Your Name