**Marcus R. Alexander**

901 Park Place

Metropolis, IL 62920

(815) 929-1234

mralexander@yahoo.com

November 1, 2012

Interviewer Name

Interviewer Title

Company Name

Company Address

City, State, Zip Code

Dear Mr./Ms. Last Name:

Thank you for taking the time to discuss the Software Engineer position at XYZ Company, Inc., with me. After meeting with you and observing the company's operations, I am further convinced my background and skills coincide well with your needs.

In addition to my qualifications and experience, I will bring excellent work habits and judgment to this position. With the countless demands on your time, I am sure you require people who can be trusted to carry out their responsibilities with minimal supervision.

I look forward to hearing from you regarding your hiring decision. Again, thank you for your time and consideration.

Sincerely,

Marcus R. Alexander