**Student Name**

123 North Silverdale Drive, Apt. 25, Johnson City, TN 37605

423-555-5555 (Cell) | LinkedIn | name@etsu.edu

September 11, 2020

Synchronics, Inc.

6584 Poplar St., Ste. 200

Memphis, TN 38138

Jane Smith, Director:

Thank you for the time you spent with me last Tuesday by Zoom interview at 2:00 p.m. Meeting with you helped me to understand my potential fit with Synchronics.

Through the interview and our discussion, I feel confident about the requirements of the position and my fit with your company. I look forward to your contact and beginning the next step of the hiring process.

With appreciation,

Student Name