
John May

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Email: johnmay@gmail.com

<Date>

<Addressee name>

<Addressee position>

<Company name>

<Company address>

Dear HR Manager:

I am writing to you to express my sincere appreciation for the time you spent to interview me for the position of Research Analyst in your company. I am grateful for the extensive information that you shared with me concerning your company, its strategies, and aims.

Throughout my career, I gained comprehensive expertise in recruiting and training staff, providing excellent customer service, creating and maintaining strategic relationship building. I believe that with my thorough knowledge of banking products and procedures, I will be a true asset for your company. As a true professional, I successfully evaluate market and competitive conditions, emerging trends, and industry-specific solutions to ensure an optimal position in the marketplace. My demonstrated confidence, leadership, and superior communication skills to interact effectively with clients and management will surely drive business success. I have a proven ability to build strong workflow relationships promoting problem-solving strategies. With my experience in the banking industry, combined with my inherent communication and analytical skills, I am ready to provide outstanding service for your company.

I believe that the above qualities and experiences would make me a valuable addition to your company. I look forward to hearing from you soon.

Sincerely,

John May