

Your Name
Your Branding Logo / Title
Your Address City, State Zip code
YourEmail@yahoo.com
Your Phone #

Dear So & so,

Thanks for taking the time to speak to me today regarding your **Director of X** position. As we discussed, I have taken the liberty if dissecting your job description to present why I believe I am the perfect fit for your team.

You Said You Need:	Here is what I have to offer:
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I don't want to belabor the point but, this is a match that just makes sense. Wouldn't you agree? I'll call you in the next few days to plan our next steps, or better yet, please feel free to contact me anytime at 404-399-3192.

Thanks in advance for your time and consideration of my expertise.

Your Name
Your Branding Title

Bobbie Rogers
Sr Account Executive – Career Coach
FOCUS of Georgia
P 770-937-0410 BobbieR@FocusGa.com C 404-399-3192
BobbieRogersStaffing@Yahoo.com

Invite me 2day to connect via LinkedIn: <http://www.linkedin.com/in/bobbierogersstaffing>

Your Cell #

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