

7 Greenway Court  
Eugene, OR 97401  
503-555-0303

September 1, 2014

Mr. Archie Weatherby  
California Investments, Inc.  
25 Sacramento Street  
San Francisco, CA 94102

Dear Mr. Weatherby,

Thank you for taking the time to discuss the **insurance broker position** at California Investments, Inc., with me. After meeting with you and observing the company's operations, I am further convinced that my background and skills match 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 that you desire personnel who can be trusted to carry out their responsibilities with minimal supervision.

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

Sincerely,

John Oakley