Ms. Nina McVay  
Recruiter – XYZ Financial Services  
500 5th Avenue  
Charlotte, NC 28066

Dear Ms. McVay,

Thank you very much for speaking with me yesterday about the financial planner position currently available at MAR Financial. Our conversation confirmed my interest in this position.

As we discussed during the interview, a successful financial planner must possess a solid understanding of the industry as well as strong communication skills to discuss options with clients. The internship I completed with NMO Bank this past summer afforded me the opportunity to develop the skills and knowledge I can bring to XYZ Financial Services. The insight you provided about XYZ Financial’s focus on customer service helped me understand your company’s commitment to its clients. This is the type of company I hope to work for.

Please let me know if I can provide further information. In the meantime, I look forward to hearing from you.

Sincerely,   
Ashley Ingalls