

John W. Nielson
1500 North 500 West
Salt Lake City, UT 84103
Phone: 385-555-5555
Email: jnielson@gmail.com
LinkedIn: [linkedin.com/in/johnnielson](https://www.linkedin.com/in/johnnielson)

February 25, 2018

Walter Smith
General Manager
ABC Company
123 Broad Street
Salt Lake City, UT 84044

Dear Mr. Smith

I just wanted to thank you for the opportunity to meet with you today. Your knowledge about recent automation in warehousing provided me with valuable insights.

My experience working as an Operations Manager under specific deadlines to reach defined objectives would greatly contribute to the success of your department and ABC overall. The interview with you confirmed my initial impression that your organization is growing in a direction that is in alignment with my career objectives.

After speaking with you regarding the challenge of managing the newly established remote workforce, I have created a compelling new proposal that will help streamline the worker management and dramatically increase efficiency. Please call me at 385-555-5555 to further discuss my ideas. Thank you very much and I look forward to hearing from you.

Sincerely,

John Nielson