Name  
Phone  
E-Mail  
Address  
City, State, Zip Code  
  
Dear (Hiring Manager),  
  
I wanted to take a few moments to convey my deep gratitude and to reflect on our telephone conversation earlier today.  
  
The points you raised about the recent events that have happened aboard cruise ships gave food for thought. Nevertheless, after thinking earnestly of the dilemma I still believe I am the best woman for the job. I know the position being offered isnâ€™t for everyone, but Iâ€™m confident that I will easily adapt to life on board the Queen Marie.  
  
As I mentioned on the phone, besides my extensive child care experience I also have ten years under my belt as an armed security officer when I was employed at the Denver regional Airport. This security experience will no doubt lend added protection for the children on board the cruise liner.  
  
I take pride not only in my experience and training but also my commitment to my employer. It is because of this conviction that I can honestly state with utmost confidence that any children sailing with me will have a very memorable time and return to their home to tell about it! There are few things more rewarding in life than fostering a childâ€™s natural curiosity and joy. I would be honored to take on this responsibility on the Queen Marie.  
  
Thank you again for your time and thoughts you shared. My cell phone is (123) 456-7890, do not hesitate to call if you have any further questions. Hopefully I will see you soon on board the Queen Marie!  
  
Sincerely,  
Your Name