Dear Mr. Jack,

Thank you for taking the time to talk to me this morning. I'm attaching my resume as requested.

The editing position seems like a great fit for my skillset. I've been writing for the travel industry for 5 years and am very familiar with the areas your company needs covered, as we discussed. One thing I forgot to mention on the phone is that I've never missed a deadline.

Again, I appreciate your meeting with me today and look forward to hearing from you.

Sincerely,

Alvyn