

Your Address
Your City, State Zip Code
Date

Title and Name of Contact Person
Company
Address
City, State Zip Code

Dear Mr./Ms. Last Name:

The first paragraph of your letter should thank the hiring manager for taking the time to interview you. Mention your interest in the job and how enthusiastic you are about it.

The second paragraph of your thank you letter should include the reasons why you are a strong candidate for the position. List specific skills that relate to the job you interviewed for.

If there is information about your qualifications that you wish you had mentioned during the interview, but didn't get a chance to discuss, use the next paragraph to explain. This gives you another chance to make a good impression, especially if you remembered something you should have said after the interview.

In your closing paragraph, reiterate your appreciation for being considered for the job and let the hiring manager know you are looking forward to hearing from him or her soon.

Sincerely,

(leave 4 blank lines for signature)

Typed Name