

Your Name
Your Address
City, State, Zip Code
Date

Name of Interviewer
Title of the Interviewer
Organization
Address
City, State, Zip Code

Dear Mr./Ms. Last Name:

I want to thank you for meeting with me on (Month and date) to discuss the position of (title of position). I enjoyed meeting you and the other members of the staff. Your ideas and philosophies about the (medical field and customer service) are impressive. Learning about (Organization) was exciting and demonstrated your dedication to your customers and employees.

My enthusiasm for the position and my interest for working for (Organization) were strengthened as a result of the interview. I believe the skills I have developed through my education and internship experiences fit nicely with the position requirements.

I want to reiterate my interest in the position of (title of position) and in working with you staff. I look forward to hearing from you soon.

Sincerely,

Your Signature

Your Typed Name