

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:

Thank you for the opportunity to discuss your opening for a (title of position). It was a pleasure meeting you on (date of the interview) and learning more about the position and (Organization). I was impressed with the (Organization) goals and plans for the company's growth.

I am enthusiastic about the possibility of working for you at (Organization). The position sounds like a perfect match for my skills and experience. Please contact me at (xxx) xxx – xxxx if you have any questions. I look forward to hearing from you soon.

Sincerely,

Your Signature

Your Typed Name