

Date

Name of Interviewer

Title of the Interviewer

Organization

Address

City, State, Zip Code

Dear Mr./Ms. Last Name:

I very much enjoyed speaking with you about the opportunity to work with your (Organization) in the role of (title of position). My experience in (state your experience) seem to be a good match for the position you described.

This position offers an incredible opportunity and I am confident that with my experience and education, will significantly contribute to your company. Also, I am excited about the challenge this position present and look forward to possibly working with you.

Thank you for the time and courtesy you extended toward me. I appreciate the opportunity to be a candidate for the (title of position) position. Please contact me at (xxx) xxx – xxxx if I can provide you with any additional information.

Sincerely,

Your Signature

Your Typed Name