

[Your Name]
[Street Address]
[City, St Zip]
[Optional – Email Address]

[Today's Date]

[Name of Recipient]
[Title]
[Company]
[Address]
[City, St Zip]

Hello [Interviewer's Name],

I want to take a second to thank you for your time [this afternoon/yesterday]. I loved talking with you about [specific topic that was discussed]. I also enjoyed learning about [Company Name] and the [Job Title] position.

I am very eager to explore this opportunity. I see by myself successful and even excelling in this position. I look forward to learning of any updates you can share. Please don't hesitate to reach out to me. I can answer any questions or provide any information in the meantime.

Thank you for the great conversation and all the insight you shared.

Sincerely, [or Respectfully,]

(Sign here for letters delivered by mail)

[Typed Name]
[Title]

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[Today's Date]

[Name of Recipient]
[Title]
[Company]
[Address]
[City, St Zip]

Dear [Interviewer's Name],

I appreciate you taking time to speak with me about the [Job Title] position at [Company Name].

I enjoyed speaking with you. I appreciated hearing all of the details you shared about [Company Name] and this opportunity. I especially enjoyed hearing about the [Something specific that interests you about the job] and I feel my [Applicable skills and abilities] would translate well to this role.

I am confident my background, skills and education will allow me to excel at this role. I am excited about taking on this challenge.

I look forward to hearing from you. I'd like to know more about the next steps in the process. Please feel free to reach out to me if you have any questions.

Thank you again for your time and information.

Regards,
[Your Name]

[Your Name]
[Street Address]
[City, St Zip]
[Optional – Email Address]

[Today's Date]

[Name of Recipient]
[Title]
[Company]
[Address]
[City, St Zip]

[Interviewer's Name],

Thank you for meeting with me [this afternoon/yesterday]. I was excited to learn more about [Company Name] and I am eager to fit into the [Job Title] position.

The [Job Title] role is particularly interesting to me. I would excel in this position because my [background, experience or skill that will help you succeed] and enthusiasm.

Do you have any feedback for me? I look forward to hearing from you to discuss this opportunity further.

Please don't hesitate to contact me should you have questions about our discussion.

Thanks again for your time,
[Your Name]