

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

[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]