

[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]