

Thank you format

YOUR NAME

Address

City, State, Zip Code

Phone Number

Email Address

Date

Interviewer's name

Company name

Address

City, State

Dear (Mr. or Ms.) _____:

Thank the interviewer for meeting you. *Mention the interview date and job title.*

Express your interest in the company and the position you applied for. *List reasons why you think you are qualified for the job, based on things talked about in the interview. State what the company will gain from hiring you.*

List a few topics you talked about and you were particularly interested in. *Relate this to one of your skills that make you stand out from the rest of the applicants.*

Closing. *Thank the interviewer again for seeing you. Offer to answer any additional questions that might have come up. Provide a working phone number even if it is in the letterhead. Mention that you are looking forward to hearing from the interviewer.*

Sincerely,

Your signature

Your name (typed)

cc (name included copies of documents, if any)