

Subject: Thank you for the *Job Title* interview on *Date*

Dear *Mr./Ms. Last Name*:

1st Paragraph Thank the interviewer for their time today (*or yesterday or the date*) to meet with you for the position of *job title*. If applicable you can mention your appreciation to have met *name of other interviewers* and/or the opportunity to see the facility (*location or office*). Mention your interest in the job.

2nd Paragraph Reiterate your strengths and why you are an excellent candidate for the job. Reference skills that relate to the job you interviewed for and seemed important to the interviewer.

3rd Paragraph (optional) Mention important information you did not get to discuss during the interview. If you remembered something you should have said during your interview, this offers you another opportunity to make a positive impression.

Closing Paragraph Reiterate your appreciation for being considered for the job and let the interviewer know you are looking forward to hearing from them.

Sincerely,

Your Name

Phone Number (**not** your work number if you are employed)