[Full Name]

[Address]

[City, State and Zip]

[Email]

[Phone Number]

[Date]

[Recipient’s Name]

[Recipient’s Position]

[Business Name]

[Address]

[City, State and Zip]

[Salutation]:

It was a pleasure coming to \_\_\_\_\_\_\_\_\_\_\_ and meeting you. I learned a lot in our interview, and I am excited about the prospect of working as a \_\_\_\_\_\_\_\_\_\_\_. I agree that \_\_\_\_\_\_\_\_\_\_\_\_\_ is committed to \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, and I am positive that I can help you meet that goal.

As you said, the person in the \_\_\_\_\_\_\_\_\_\_ position must be able to \_\_\_\_\_\_\_\_\_\_\_\_ and \_\_\_\_\_\_\_\_\_\_\_\_. I think that my experience with \_\_\_\_\_\_\_\_\_\_\_\_\_ shows that I can be a great asset to your company.

So far, the interview process has been very rewarding. I’m eager to continue to the next level, and I hope we will be speaking again soon.

Sincerely,

[Full Name]