

**[Your Name]**  
[Street • City • State • Zip Code]  
[Phone # • Fax phone # • Messages phone # • Email]

[Date today]

[Interviewer's name]  
[Company name]  
[Address]  
[Address]  
[Address]

Dear [Interviewer's name]:

[Thank the interviewer for taking the time to talk with you. Mention the day of the interview and job title. Keep your letter brief.]

[Express your interest in the company. Say that you want the job. (Interviewers love to hear that.) Deliver a subtle sales pitch indicating why you think you're qualified for the job based on the interview, and what you can do for the company. If you forgot to mention something important, this is your second chance (but don't say you *forgot*).]

[Mention topics that stimulated your interest and something to make you stand out in the interviewer's mind. For example, if you both had a laugh, mention how you enjoyed the moment. If a particular qualification grabbed the interviewer's attention, emphasize it.]

[Wrap it up with another thanks for the interview. Offer to provide more information. Say that you look forward to hearing from the interviewer again.]

Sincerely,

[Sign here]

[Your name]  
[Your title]