

Your Address
City, State Zip
Date (do not abbreviate)

Mr./Ms./Dr. First Name Last Name
Job Title
Company
Address
City, State Zip

Dear Mr./Ms./Dr. Last Name:

Paragraph One

- Thank the individual(s) for the interview.
- Reinforce your interest in the position.

Paragraph Two

- Mention a couple of the key topics discussed during the interview.
- Reinforce your core skill sets.
- Close the letter by showing your continued interest.

Sincerely,

(Your Signature)

Type Your Name