

Current Date

Interviewers' Name, Title  
Organization Name  
Organization Address  
City, State, Zip Code

Dear Ms. Last Name:

Express your thanks for the interview referring to the date and position for which you applied.

Use the second paragraph to stress your qualifications. The purpose of the follow-up/thank you letter is to remind the employer who you are and to reinforce or expand the positive image you want to project.

Close your letter by anticipating further contact.

Sincerely,

Your Name  
Your Address  
City, State Zip Code  
Telephone Number  
Email Address