

Your Present Address
City, State Zip Code

Date of Writing

Name of Interviewer
Title of Interviewer
Name of Organization
Street Address
City, State, ZIP Code

Dear Name of Interviewer:

Paragraph 1: Thank the interviewer and express your appreciation for the courtesy and consideration extended to you. Mention the position for which you interviewed, the date and the place of the interview and include some reference to your conversation which will help the employer remember you.

Paragraph 2: Reaffirm your interest in the position. Mention anything you have done since the interview that shows your interest in the position. You could also comment on something specific about the position which came up during the interview.

Paragraph 3: Express your willingness to provide additional information. Include here, or enclose with the letter, any information requested at the interview.

Paragraph 4: End with a simple, positive closing.

Sincerely yours,

Type your name here