

Dear Mr./Ms. Last Name:

I sincerely enjoyed meeting with you yesterday and learning more about the (Position) at (Organization).

Our conversation confirmed my interest in becoming part of (Organizations)'s staff. I was particularly pleased at the prospect of being able to (fill in the blank), and develop my (fill in the blank) skills.

I feel confident that my experiences both in the workplace and in the classroom would enable me to fill the job requirements effectively.

Please feel free to contact me if I can provide you with any further information.

I appreciate the time you took to interview me. I am very interested in working for you and look forward to hearing from you about this position.

Sincerely,

(Sign your name)

Victor E. Bull