Your Address

City, State Zip

Month Day, Year

Mr./Ms./Dr. FirstName LastName

Title

Name of Organization

Street Address

City, State Zip Code

Dear Mr./Ms./Dr. LastName:

Thank you for taking the time to speak with me yesterday about the role of [position title] at [company name]. I enjoyed speaking with you and having the chance to learn more about this position. I am more interested in this opportunity and [company name] than ever!

[pick one of the following 2 paragraphs]

As we discussed, my experience [short summary of relevant experience] combined with my passion for [short summary of passion] make me a strong candidate for this position.

[or]

During our conversation, I was particularly impressed with [short description]. As you recall, I have similar experience working [short description reminding the reader of relevant experience].

I am very enthusiastic about the possibility of joining your team and would greatly appreciate a follow-up as you move forward with the hiring process. If you need any further information, please do not hesitate to contact me by email or phone. Thanks again, and I hope to hear from you in the near future.

Sincerely,

[Your Name]