

Name
Street
City, State & Zip Code
Phone
Email

Date

Name
Title
Company
Street
City, State & Zip Code

Dear [person's name or title]:

Thank you for the time spent with me today. I appreciate the information given about the [name the specific position] job, and I believe my experience and qualifications would be well applied in this position.

I am confident I could quickly become a productive member of your team if given the opportunity. My experience with [briefly remind them of a skill and how you applied it in the following 2-3 sentences].

I look forward to hearing from you. Thank you for your consideration.

Sincerely,

Signature

[Typed Name]