

Your Name
Your Current Address
City, State Zip Code

Date

Name of Contact Person, Title
Organization Name
Street Address
City, State Zip Code

Dear Mr./Ms.,

Thank you very much for the opportunity to interview with you on *(Interview Date)* for the *(Job Title)* position. The time and courtesy extended to me increased my excitement about the possibility of working for your organization.

The information shared during the interview enhanced my previous research on *(Organization Name)* and confirms that my skills match nicely with the job requirements. I was impressed with the effective manner in which your organization has adapted the management-by-objective system to the technical operations. I think that I could make a significant contribution to your organization over time.

The interview experience has confirmed my interest in the *(Job Title)* position and in working with your staff. Please feel free to contact me at *(Area Code) (Phone Number)* or reach me by email at *(Email Address)* if I can provide any additional information. As I understand, you will contact me within the month regarding further consideration. I look forward to hearing from you soon.

Thank you again for the interview and your consideration.

Sincerely,

(Hand written signature)

Your Name