

Street Address
City, State Zip Code
Phone Number

Date

Individual's Name
Job Title
Name of Organization
Street Address
City, State Zip Code

Optional information, **only used** if writing and mailing a formal thank you letter.

A professionally written email is sufficient as a thank you note and is faster and more reliable than standard mail.

Dear Mr./Ms. (LAST name if known) ,

Paragraph: Express thanks for the opportunity to interview. Reiterate your interest in the position and your belief that you are an appropriate choice to fill this position. You can also clarify any information you feel you should have expressed in the interview, limiting to 1-2 sentences.

Closing: Thank them again for their time and express an eagerness to hear from them soon.

Sincerely,

Sufficient information and appropriate format for an emailed thank you note or a hand written thank you card.

Your typed name