April 13, 2020

Salutation Contact Full Name

Title

Company

Mailing Address

City, State Zip

Dear Salutation Contact Last Name:

Remind the interviewer of the position for which you were interviewed, as well as the date. Thank him or her for the interview. State your appreciation for their time and for any explanations they might have given you relating to the job responsibilities.

Mention your continued interest in this position and how it is a good fit for you.

Emphasize any points that were brought up in the interview that were particularly important to them that you are uniquely qualified to provide and reiterate your qualifications for this position.

If there were any concerns revealed that you were questioned with, you may want to acknowledge, redirect and show skills that minimize a concern. Be careful not to bring up a concern in your mind that may not be a concern of theirs.

Repeat your enthusiasm and interest and close with any acknowledgement of communication agreements.

If appropriate, close with a suggestion for further action, such as a desire to have additional interviews. Mention your phone number and the hours you can be reached. Alternatively, you may prefer to mention that you will follow up with a phone call in several days.

Sincerely,

Your Full Name

Enclosure