

AMY BROWN

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Name

Title

Target Company Name

Company Address

Dear NAME:

I want to express my gratitude for the opportunity you gave me to interview for the (Job Title) position. I greatly appreciated your work environment and enjoyed meeting you and your staff members.

The interview gave me a chance to measure how matched my background, interest, and skill sets are with the goals of (Company Name). As we discussed during the interview, (Here, write something about what you have discussed with the interviewer), have all prepared me well for this position.

Again, I am very interested in this position and believe that, with my overall qualifications and experience, I could make a significant contribution to your successful company.

Thank you again for your time and I look forward to hearing from you soon.

Sincerely,

Amy Brown