

<b>Your Contact Information</b>	Street Address City, State, Zip Code (space) Current Date (followed by space)
<b>Addressee Information</b>	Name of the interviewer Title of the interviewer Company/Organization name Street Address City, State, Zip Code
<b>Salutation</b>	Dear Mr./Ms. (Interviewer's last name):
<b>First Paragraph</b>	In the first paragraph, state when and where you had your interview and thank the interviewer for his or her time. Reaffirm your interest in the organization.
<b>Second Paragraph</b>	In the second paragraph, mention something that particularly appeals to you about working for them and reinforce a point or two in support of your application.
<b>Third Paragraph</b>	(Optional) If after the interview you thought of something you wish you had said, the third paragraph of the letter is a good place to bring that up. You can also restate your understanding of the next steps in the hiring process.
<b>Closing Paragraph</b>	In the last paragraph, thank the employer for considering your application and ask for further communication.
<b>Signature</b>	Sincerely yours,  <i>Your Handwritten Signature</i>  Your typed name