

Your Street Address  
City, State and Zip Code

>

Date

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>(4 spaces)

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Name of Contact

Title of Contact

Company Name

Address

City, State and Zip Code

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Dear Mr., Ms., or Dr. (Contact's Name):

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A thank you letter should be concise and to the point. Clearly state your appreciation to the reader for taking the time to interview you. Remind the recipient of the qualifications for the position that you discussed in your meeting and connect the requirements of this position directly with your stated merits.

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After this, discuss the reasons behind your interest in the position. Describe how you would be an asset to the contact's organization. Provide your phone number in case the recipient should need any additional information from you.

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Close with a call for action. Each thank you letter should be concluded with an appropriate statement of your appreciation for their help and a request for action. After a networking meeting, be sure to write a thank you letter to the individuals who assisted you in gaining information or interviews.

>

Sincerely,

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Your signature here (4 spaces)

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>

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Your name