

Your Street Address
City, State Zip Code
Area Code and Phone Number
Date

Name of Addressee
Title
Company Name
Company Address
City, State Zip Code

Dear _____,

First Paragraph. As always, use brief, clear and direct language, and make sure your letter is error-free. In this paragraph, state the reason for the letter (that you appreciate the opportunity to interview for the position).

Second Paragraph. Use this paragraph for an additional opportunity to sell the manager on the fact that you would be a perfect match for the position. (However, if you've decided that you do not want the job, write a thank-you note respectfully withdrawing your application.) Mention specific facts that were brought up in the interview to stress how you and your skills and talents will benefit the organization. You may also build on your strengths to entice the employer or you can mention afterthoughts or explain something that you failed to make clear in the interview.

Final Paragraph. Again, state in clear terms that you appreciate the interviewer's time and interest, and that you want the job.

Sincerely,

Your name