

# Thank You Letter Format

[Your Name]  
[Street • City • State • Zip Code]  
[Phone or Cellular Number • Email]

Today's Date

Interviewer's Name  
Company's Name  
Address  
City, State, Zip Code

Dear [Interviewer's Name],

**Paragraph #1:** Thank the interviewer for his/her time. Express your interest in the job position. Show your appreciation in having the opportunity to meet the interviewer.

**Paragraph #2:** Briefly summarize your strengths, accomplishments, and skills relating to the job. [Add any specific education or job training pertaining to the work.] Explain how your qualifications will contribute to the organization's success/goals.

**Paragraph #3:** Once again, thank the interviewer for his/her time and express your interest in hearing back from them.

Sincerely,  
[Sign Here]

Your Name