

Sample Follow-Up Letter

Your Address
City, State Zip
Date

Individual's Name
Position
Organization Name
Address
City, State Zip

Dear _____:

I appreciated the opportunity to talk with you at _____. The information you shared with me about (organization name) was excellent, and I am excited about the possibility of applying my education and experience to the position we discussed.

(Write a sentence or two here whose purpose is to recall, accent or supply an afterthought to information expressed at the interview.)

If I can provide you with any additional information, please let me know. I look forward to hearing from you very soon.

Sincerely,

(Your signature)
Your typed name