Your street address

Your City, State and Zip Code

Date of the letter

Name of the Recipient

Job Title of the Recipient

Name of the Employer

Employer's Street Address

Employer's City, State and Zip Code

Dear Mr./Ms. Last Name:

Thank you very much for the opportunity to interview for the position of [job title] yesterday [or today, if appropriate]. I enjoyed speaking with you, meeting other members of the staff, and the opportunity to learn more about this position. I am very interested in this position and the opportunity to join your team.

This job feels like a very good match between my skills and experience and the requirements of this job. As we discussed, you need someone with strong [whatever] skills, and I have extensive experience with [whatever technology or tool that is important to the job and that you have experience using]. In addition, in my current [or former] job as [names or type of employer in your past] has provided the opportunity to polish my skills in [whatever] and [whatever] needed for your [job title] position.

Again, thank you for considering me for this wonderful opportunity. Please let me know if you have any questions or concerns or need more information. I look forward to hearing from you next week [or whenever they said they would be in touch] and hope to join your staff soon.

Best regards,

[your name]

[Your tagline, like "eCommerce Customer Support Specialist"]

[Your job search email address]