

Use the same heading as  
your resume

## FIRST NAME LAST NAME

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1112 Main Street • Norfolk, NE 68701 • (402) 371-0000 • jodraft@msn.com

Today's date

Mr. Harvey Leo, Title  
Company  
900 East Valley Drive  
Omaha, NE 68105

Dear Mr. Leo:

**TIPS:**

- Thank you letter should be sent to employer within 48 hours of interview.
- Address the letter to the person with whom you interviewed. (Include name, title, business, and complete mailing address.)
- Express appreciation for the opportunity to interview, tour the business, etc.
- Re-emphasize your most important skills and how you expect to contribute to the business.
- Use Arial or Times New Roman Font, size 12.
- Top margin should be 1 inch and side margins 1 to 1 ½ inches. Center body of letter (Equal space before date and after your signature line.)
- Show continued interest in the position and company.
- Close with a comment about future contact with the employer.

Thank you for interviewing me for the [indicate specific job title] position. I enjoyed meeting you and learning more about [department and/or company].

My enthusiasm and interest in working with your team were strengthened as a result of the interview. As we discussed, the XXXXX and XXXXX skills gained through my education and internship will allow me to make a significant contribution to your organization.

Please call me at (402) 371-0000 if I can provide additional information. I look forward to hearing from you. Again, thank you for your time and consideration.

Sincerely,

Sign the letter.

First Name Last Name