

Here's an example of a letter sent to follow up after a job interview.

Sample Job Interview Follow-Up / Thank You Letter

Your Name

Your Address

Your City, State, Zip Code

Your Phone Number

Your Email

Date

Dear Mr./Ms. Last Name:

Thank you for taking the time out of your busy schedule to talk to me about the Nursing supervisor position with XXX Company. I appreciate your time and consideration in interviewing me for this position. After speaking with you and the group, I believe that I would be a perfect candidate for this position, offering the quick learning and adaptability that is needed for a diversified position. In addition to my enthusiasm for performing well, I would bring the technical and analytical skills necessary to get the job done.

I am very interested in working for you and look forward to hearing from you once the final decisions are made regarding this position. Please feel free to contact me at any time if further information is needed.

My cell phone number is (555) 111-1111.

Thank you again for your time and consideration.

- Sincerely,

Your Signature (*hard copy letter*)

Reference:

Doyle,A.(2010). Retrieved on May 21, 2014. from <http://jobsearch.about.com/od>

Thankyouletter/a/thankinterview.htm

