

FOLLOW UP LETTER TEMPLATE - 001

YOUR NAME

Mailing Address
Telephone Number and E-Mail Address

Date

Name of Contact, Title
Company
Address
City, State, Zip Code

Dear Mr./Ms. _____:

Paragraph One. Thank the interviewer for granting you the interview. Thank the interviewer for the opportunity to learn more about the job and the company. Thank the interviewer for the opportunity to discuss your qualifications.

Paragraph Two. Reiterate your interest and enthusiasm about the job. Remind the interviewer of your qualifications. Express your confidence in being able to perform the job.

Paragraph Three. Ask about the next step in the process. Express an interest in hearing from the interviewer again very soon.

Sincerely,

Your Signature

Your Name

