

Date

Your Street Address  
City, State Zip Code

(Space down four spaces)

Mr. /Ms. Recruiter's Full Name  
Recruiter's Title  
Department Name  
Company Name  
Street Address  
City, State Zip Code

Dear Mr. /Ms. Last Name Only,

The opening paragraph should express appreciation to the reader. If you are sending a follow-up letter after an interview, tell the reader where the interview was conducted, what position you interviewed for, the date and day of the interview, and any other relevant information. If you are sending a letter following a significant networking meeting, remind the reader about the day and date of the meeting, discuss your interest in the company and provide any additional information.

The second paragraph is where you express continued interest in the position or company and briefly remind the interviewer of how your qualifications match the position or company.

In the third paragraph, indicate your willingness to provide additional information to support your qualifications. End the letter with a friendly, professional close.

Sincerely,

Your signature here

Your name typed