[enter date here]

Dear [enter name of interviewer],

Thank you for making the time to meet [enter when – ideally this should be sent the same day as your interview] to share your goals for your new [enter desired job title]. It was a pleasure to talk with you, and truly appreciated.

[company name]’s vision [very briefly summarize what the company’s greatest goal is and fill in here] is both impressive and exciting. [And / or add your own comments specific comments about what makes this company attractive to you that will also be flattering to the company].

I would love to join your team! Admittedly, you noted your ideal candidate [fill in something that the hiring manager emphasized as an important bit of experience or specific skill that you don’t have].

However, [explain how you’ve overcome a gap, quickly come up to speed and made a solid contribution in the past]. I’m just as confident that I can hit the ground running for [enter company name] and make a powerful addition to your team.

Additionally, my experience is a perfect fit for your company’s goal of

NOTE: Add 1-3 short relevant bullet points that explain why you are the perfect fit for their needs. Choose from these types of qualifications

* [industry experience / accomplishment statement on how you used knowledge and/or experience successfully before]
* [functional experience / accomplishment statement on how you used them successfully before]
* [hard skills that you have and are listed on their must haves or highly desired qualifications]
* [soft skills example(s) / accomplishment statement on how you used them successfully before]
* [other example of something that came up in the interview that’s important that you gave as an example that you’ve aced in the past or you can deliver on and why you can make that statement]

Here’s the one key [thing – specify what it is] no one else but me can bring to the table [Summarize in one sentence the specific value you would add to the team and the company. This sentence is a reflection of what’s in it for the manager if they hire you. Either highlight a strength or reposition a weakness as a strength – ex. If new to an industry, how you bring fresh perspective].

Again, thank you for your time. I look forward to hearing more from you about [company name]’s new [job title] and how I can help you and your team achieve its goals.

Sincerely,

[enter your name]

[enter your phone number]

[enter your email]

[enter your LinkedIn profile link]