[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! Here’s some highlights on what you can expect me to bring…

NOTE: Add 3, 5 or 7 short relevant bullet points here which together explain why you are the perfect fit for their needs. Choose from these types of qualifications

* [industry experience / accomplishment statement on how you used them 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]

Summarize in one sentence the specific value you would add to help their team achieve their desired goal.

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 your team achieve its goals.

Sincerely,

[enter your name]

[enter your phone number]

[enter your email]

[enter your LinkedIn profile link]