[enter date here]

Good [rough time of day – morning, afternoon or evening] [enter first name of interviewer],

Thank you for meeting with me [fill in when – ideally the same day, and if so, note the time of day it was … morning, afternoon or evening] about your exciting new [job title] opportunity. I thoroughly enjoyed getting to know you a bit more, especially [fill in something you formed a personal bond with them about – ex. sports, a photo in their office, etc.], and truly appreciate your making the time.

I would love to join your team as [replace this with company name]’s new [job title]! [Explain in one sentence what make you so passionate about this company and / or job opportunity that ties into their mission and / or goals]. Nothing would delight me more than to be part of making [company name] even better than ever!

Here’s what I can deliver as your new [job title] right out of the chute.

NOTE: Add 3, 5 or 7 short relevant bullet points here 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]

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.)

When can I start? Hmmm, considering how quickly you’d like to get your [fill in job title] on board, I’ll give you a call to see what’s happening if I haven’t heard back yet. Can you tell it strikes me as such a perfect fit, I can hardly wait?

Warmly,

[enter your name]

[enter your phone number]

[enter your email]

[enter your LinkedIn profile link]