



EARL E. BIRD

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Date



Mr./Ms./Dr. First Name Last Name

Job Title

Name of Organization

Organization Address

City, State Zip

Dear Mr./Ms./Dr. First Name Last Name

Paragraph One

- Thank the individual(s) for the interview (*if you interviewed with a panel, take the time to address each individual*).
- Reinforce your interest in the position.

Paragraph Two

- Mention a couple of the key topics discussed during the interview. This will assist the interviewer in recalling you, especially if they interviewed several individuals for the position.
- Reinforce your core skill sets.
- Close the letter by showing your continued interest and offer to provide any additional information, once again reinforcing that you are the "right person" for the job.

Sincerely,

Your Signature **(Do not forget to sign)**

Type Your Name

