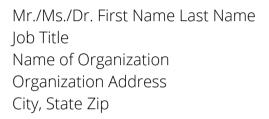


EARL E. BIRD

BIRD@UCMO.EDU 1215 S. HOLDEN, WARRENSBURG, MO 64093 (660) 555-1234

Date





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

ii Handshake