Burnett_Specialists-logo-Outlook

Name

Date (Example: January 1, 2015)

Recipient (Person who interviewed you)

Title

Company Name

Street address

Suite #

City, State Zip code (Example: Houston, Texas 77079)

Dear Ms. /Mrs. / Mr. \_\_\_\_:

Para #1: Thoughts about interview (3-5 sentences)

Para #2: What you learned about their company, and what you can bring to the company (3-5 sentences)

Para #3: Address the next step in the process and your desire to work for their company (2-3 sentences)

Para #4 Conclusion and reiterate “thank you” (2-3 sentences)

Sincerely,

Name