

(Hard Copy)

## AMELIA SMITH

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Date

(2 spaces)

Contact Name (Always know the name of the individual or group you interviewed with)

Title

Organization

Street Address

City/State/Zip

(2 spaces)

Dear Mr./Ms. Last Name:

### **Opening Paragraph: (build up)**

Thank person or group for having the opportunity to interview.

State the position applied for and date you interviewed.

What your biggest take away was from the interview.

(2 spaces)

### **Body Paragraph: (explain why you are best qualified)**

Continue to match your skills toward what the company is looking for.

Mention important aspects you discussed in your interview.

Answer any questions you were stumped with during your interview.

Based on your interview, what struck you most that you'll want to reiterate?

(2 spaces)

### **Closing Paragraph: (follow up)**

Ex. "From everything I have learned, I would value the opportunity to become part of the team and contribute to the overall success of the company."

Thank you and I look forward to hearing from you soon.

(2 spaces)

Sincerely,

Full Name Typed Out (no handwritten signature)

**CBA Sample**

**Thank You  
Letter**

*JC 4/17/15*

**(Email Version)**

Dear Mr./Ms. Last Name:

**Opening Paragraph: (build up)**

Thank person or group for having the opportunity to interview.  
State the position applied for and date you interviewed.  
What your biggest take away was from the interview.  
(2 spaces)

**Body Paragraph: (explain why you are best qualified)**

Continue to match your skills toward what the company is looking for.  
Mention important aspects you discussed in your interview.  
Answer any questions you were stumped with during your interview.  
Based on your interview, what struck you most that you'll want to reiterate?  
(2 spaces)

**Closing Paragraph: (follow up)**

Ex: "From everything I have learned, I would value the opportunity to become part of the team and contribute to the overall success of the company.

Thank you and I look forward to hearing from you soon.  
(2 spaces)

Sincerely,  
Full Name Typed Out (no handwritten signature)

**CBA Sample**

**Thank You  
Letter**

*JC 4/17/15*