



## POST INTERVIEW LETTER

Dear Mr. or Ms. \_\_\_\_\_,

Thank you for taking the time to speak with me today, regarding the position with \_\_\_\_\_.  
Your needs and my qualifications are compatible.

You stated that you wanted someone who has:

- [Experience or attributes that the employer said were wanted]
- [Another experience or attribute the employer said were wanted]
- [Another experience or attribute the employer said were wanted]

I have given a lot of thought to what we spoke about.

I would like to reinforce the confidence you can have in me to deliver what you need.

1. When I was at [name] company last year, I  
[accomplished the first thing that you wrote previously].
2. When I was at [name] company, I  
[accomplished or proved the second thing you wrote previously].
3. And, when I was at [name] company, I  
[accomplished or proved the third thing you wrote previously] .

I'm an excellent fit for you and your company.

I would like to go to work for you and your firm. This is a win/win situation for both of us.

Sincerely,  
[Your name]