

Mr./Ms. (Name)  
Title  
Company Name  
Company Address

Dear Mr./Ms. (Name),

It was a pleasure meeting with you (and any others you met) today to discuss the (Job Title) position with (Company Name). I appreciate the time you spent with me and the information I gained regarding this opportunity and your organization.

I feel that my experience can be a definite asset to (Company Name) and that I can immediately contribute to your department. The opportunity presented fits my career goals and your description of your department complement what I am seeking.

I am very interested in this position and look forward to hearing from you.

Sincerely,

(Your Name)

Please note: If this is an email, you will not need to include the name, title, company, and company address at the beginning of the letter.