Date

Name
Title
Organization
Address
City, State, Zip Code

Dear Mr./Ms. Last Name:

Thank you again for the opportunity to be considered for the xxx position at xxx. The job (or internship), as you presented it, seems to be a very good match with my skills and interests. The way you described Xyz’s commitment to xxx confirmed that this is a company in which I would enjoy making contributions.

As I mentioned during the interview, I will bring to the position strong writing and technical skills, a commitment to goal achievement and a proven ability to work cooperatively with colleagues. My initiative, detail orientation and strong organizational skills will help free my manager to deal with larger issues.

I appreciate the time you took to interview me. I look forward to hearing from you about this position. If I can answer any questions, please feel free to contact me at (256) 123-4467 or imabulldog@aamu.edu

Sincerely,

Your Signature*(hard copy letter)*

Your Typed Name