

# ROWDY ROADRUNNER

Bakersfield, CA

(661) 555-5555

[rrunner@csub.edu](mailto:rrunner@csub.edu)

October 25, 2023 [Insert Date]

[4 blank lines]

Jane Doe [Use specific individual's name]  
CSU, Bakersfield [Company Name]  
9001 Stockdale Highway [Company Address]  
Bakersfield, CA 93311 [City, State Zip Code]

[1 blank line]

Dear [Insert Name]

[1 blank line]

First Paragraph. Thank the interview for meeting you. Express your enthusiasm about the possibility of employment with the organization.

Example: Thank you for taking the time to meet with me today to discuss the sales analyst position in more detail. I was impressed with the new strategies your company is implementing to increase your market share, and would be honored to become the newest member of your staff.

[1 blank line]

Second paragraph. Reiterate your qualifications for the job and clearly indicate that based on the interview you continue to be interested in the position. Include any skills you forgot to mention during the interview. Emphasize a particular skills or accomplishment that would make you an asset as an employee.

Example: Given my marketing background at CSUB and previous sales roles at ABC and XYZ company, I believe I would be an ideal candidate for this role. As I mentioned during the interview, I've recently learned how to use Salesforce to track and analyze market data, and I have become proficient in its use through a recent group case study assignment. Since you've also recently adopted this software in your department, I believe I would be able to make an immediate contribution to the team.

[1 blank line]

Closing Paragraph. Briefly thank the interviewer again for consideration. Invite the interviewer to contact you if they have any questions. Indicate that you look forward to the next communication.

Example: Please feel free to contact me if there is any further information I can provide. I look forward to hearing from you soon. Thank you again.

[1 blank line]

Sincerely, [Complimentary closing]

[3-4 Blank lines to allow for Your signature]

Rowdy Roadrunner [Your name]

**Thank You Letter:** Demonstrates your interest and professionalism. Reminds the recruiter who you are, what you talked about, and how you are a great fit for the job and company. Continue to make a good impression.

Consider including your name and contact information from your resume as a letterhead for a professional look.

Concise and personalized.

Send to anyone who interviews you.

EMAIL SUBJECT LINE: "Thank you for your time"