Candidate's Name
Your Address
Your City, State, Zip Code
Your Phone Number
Your Email

The date

Mr. Steve Smith
Human Resources Director
Sysco Foods
City, State, Zip Code

Dear Mr. Smith,

I want to thank you very much for interviewing me this morning for the Accounting Clerk position. I enjoyed meeting you and learning more about the position and Sysco Foods.

The interview strengthened my interest in the position and in working for such a dynamic company. I believe my qualifications and experience, particularly my familiarity with your current systems, fit well with the job requirements and I am certain I could make a positive contribution to the company. In addition, my strong analytical skills would benefit the new direction the company is taking.

I would like to reiterate my enthusiasm for the position; it is just the sort of opportunity I have been looking for. You mentioned during the interview that you will be making a hiring decision by next week. I look forward to hearing from you then. Please feel free to call me at the telephone number listed above if I can provide you with any additional information.

Again, thank you for the interview and for your interest.

Sincerely

Candidate's signature
Typed name