

# Follow-Up Letter Practice

*Return address may be typed here or at the bottom as shown.*

Date \_\_\_\_\_

(Full name and title) \_\_\_\_\_  
(Mr./Miss/Ms./Mrs.)

(Company name) \_\_\_\_\_

(Company street address) \_\_\_\_\_

(City, state, zip code) \_\_\_\_\_

Dear Ms. \_\_\_\_\_ :

Paragraph One: (Write a thank-you statement)

\_\_\_\_\_  
\_\_\_\_\_

Paragraph Two: (Express appreciation for meeting with interviewer(s) and tell why you feel your qualifications match the job requirements.)

\_\_\_\_\_  
\_\_\_\_\_

Paragraph Three: (End with closing paragraph, restating your desire to work for their company and that you are looking forward to hearing from them or that you will phone them.)

\_\_\_\_\_  
\_\_\_\_\_

Sincerely,

(your signature)

Your typed name

Your street address

City, state, zip code

Phone number

E-mail address (if you have one)