

[Your Name]
[Street Address]
[City, State Zip Code]

[Date]

[Recipient Name]
[Job Title]
[Company Name]
[Street Address]
[City, State Zip Code]

Dear [Recipient Name]:

It was a pleasure meeting you on [Date]! Thank you for the opportunity to discuss your opening for a [Job Title] and to learn more about the position and [Company Name].

I am enthusiastic about the possibility of working with you and your team. I was particularly interested in the [Name or Description of Project] that you spoke about because [Reason].

The position sounds like a perfect match for my [2 – 5 Most Relevant Technical Skills for the Job in Question] development skills and experience. Should you have any further questions for me, please contact me at [Your Phone Number]. Thank you and I look forward to hearing from you soon.

Sincerely,

[Your Signature]

[Your Name]

[Your Name]
[Street Address]
[City, State Zip Code]

[Date]

[Recipient Name]
[Job Title]
[Company Name]
[Street Address]
[City, State Zip Code]

[Recipient Name]:

It was a pleasure meeting you on [Date]! Thank you for giving me the opportunity to learn more about you and [Company Name], and what you're looking for in a [Job Title].

I believe my experience developing [Product, Project, or Other Relevant Description] using [2 – 5 Most Relevant Technical Skills for the Job in Question] make me the most viable candidate for the position. I'm excited about the challenge this position offers, and I hope to have the opportunity to contribute to the growth and success of your organization.

Again [Recipient Name], I sincerely enjoyed meeting you. Thanks again, and I look forward to speaking with you again in the near future and continuing our conversation about [Reference Topic].

Sincerely,

[Your Signature]

[Your Name]

[Your Name]
[Street Address]
[City, State Zip Code]

[Date]

[Recipient Name]
[Job Title]
[Company Name]
[Street Address]
[City, State Zip Code]

Dear [Recipient Name]:

It was a pleasure speaking with you on [Date]! Thank you for the opportunity to discuss the [Job Title] position at [Company Name].

I believe my [A] and [B] skills, combined with my significant [C] and [D] experience, would make me an asset to your team.

[Recipient Name], thank you again for your time and consideration. I enjoyed speaking with you and look forward to our future conversations about how I can contribute to your organization's mission.

Sincerely,

[Your Signature]

[Your Name]

[Your Name]
[Street Address]
[City, State Zip Code]

[Date]

[Recipient Name]
[Job Title]
[Company Name]
[Street Address]
[City, State Zip Code]

Dear [Recipient Name]:

It was a pleasure meeting you on [Date]! I truly appreciate the time you spent discussing the [Job Title] position with me.

Your insights about the position and team were very helpful. After our time together, I truly believe that my [A] and [B] skills and [C] and [D] experience could make a measurable impact on your team and organization's goals, and would enjoy the opportunity to continue our conversation and learn more about a potential career at [Company Name].

[Recipient Name], thank you again for the opportunity, and I look forward to hearing from you in the near future.

Very truly yours,

[Your Signature]

[Your Name]

[Your Name]
[Street Address]
[City, State Zip Code]

[Date]

[Recipient Name]
[Job Title]
[Company Name]
[Street Address]
[City, State Zip Code]

Dear [Recipient Name]:

It was a pleasure meeting you on [Date]! Thank you for speaking with me regarding the [Job Title] position at [Company Name].

After our meeting, I'm even more enthusiastic about this available opportunity. I am confident that my [A] and [B] skills and [C] and [D] experience would allow me to make a strong, positive contribution to your team.

Thank you again [Recipient Name] thank you again for your time and consideration. I look forward to future discussions with you about a potential future with [Company Name].

With warm regards,

[Your Signature]

[Your Name]

[Your Name]
[Street Address]
[City, State Zip Code]

[Date]

[Recipient Name]
[Job Title]
[Company Name]
[Street Address]
[City, State Zip Code]

Dear [Recipient Name]:

Thank you for taking the time to speak with me on [Date] about the [Job Title] position with [Company Name]. It was a pleasure meeting you and I enjoyed the opportunity to learn more about the role and your company.

After our discussion, I am further convinced that I am a great match for this opportunity and am enthusiastic about the possibility of a career with [Company Name]. Specifically, I believe that my [A] and [B] skills and [C] and [D] experience will allow me to contribute greatly to the [Company Name] team.

If you require further information, please do not hesitate to contact me. Thank you again, and I look forward to hearing from you in the near future.

Best regards,

[Your Signature]

[Your Name]

[Your Name]
[Street Address]
[City, State Zip Code]

[Date]

[Recipient Name]
[Job Title]
[Company Name]
[Street Address]
[City, State Zip Code]

Dear [Recipient Name]:

It was a pleasure meeting you on [Date]! Thank you for speaking with me [Date] about the [Job Title] position with [Company Name]. I appreciate your time and consideration in interviewing me for this position.

After meeting you and the team, I strongly believe that I am the perfect candidate for this position, having not only the technical and analytical skills necessary to meet and exceed your expectations for the job, but also a [Adjective] attitude and [Adjective] personality that will fit in with the existing team dynamic.

I am very interested in working with you, and look forward to hearing from you soon. Please feel free to contact me at [Email Address and/or Phone Number] should you require further information.

Sincerely,

[Your Signature]

[Your Name]

[Your Name]
[Street Address]
[City, State Zip Code]

[Date]

[Recipient Name]
[Job Title]
[Company Name]
[Street Address]
[City, State Zip Code]

Dear [Recipient Name]:

Thank you for meeting with me on [Date] to discuss the [Job Title] position at [Company Name]. I enjoyed our conversation and am very excited about the possibility of joining your team.

You also mentioned that you're looking for a [Job Title] that not only has the programming skills and experience necessary to fulfill the job requirements, but also the ability to make an impact on the team and company culture. I believe I am the perfect candidate for this position! At [Previous Employer], I [actively participated in / lead / volunteered for...] [Description of Activity or Project], which [created / strengthened / contributed to] the company's [Adjective] culture.

Again, thank you for your time and consideration [Recipient Name]. Please feel free to contact me should you need any additional information. I look forward to hearing from you soon!

Sincerely,

[Your Signature]

[Your Name]

[Your Name]
[Street Address]
[City, State Zip Code]

[Date]

[Recipient Name]
[Job Title]
[Company Name]
[Street Address]
[City, State Zip Code]

Dear [Recipient Name]:

It was a pleasure meeting you on [Date]! Thank you the opportunity to discuss the [Job Title] position.

I wanted to take a moment to reiterate to you my interest in the position. I am excited about the prospect of working with the [Department Name] department at [Company Name]. I feel that I would be the perfect candidate for this position and a valuable contributor to your organization.

In addition to my [2 – 5 Most Relevant Technical Skills for the Job in Question] programming skills and experience, I would bring a strong [interest in / background in / passion for] [Relevant Subject or Industry] and [Adjective] work ethic to this position.

Again, thank you for your time and consideration. I look forward to hearing from you soon.

Best,

[Your Signature]

[Your Name]

[Your Name]
[Street Address]
[City, State Zip Code]

[Date]

[Recipient Name]
[Job Title]
[Company Name]
[Street Address]
[City, State Zip Code]

Dear [Recipient Name]:

Thank you for meeting with me on [Date] to discuss the [Job Title] position at [Company Name].

After our conversation, I'm even more enthusiastic about the prospect of joining the [Company Name] team and working with you! I am confident that my [2 – 5 Most Relevant Technical Skills for the Job in Question] skills and experience align perfectly with the job requirements and challenges we discussed.

Specifically, I believe my experience at [Previous Employer], where I [Summarize Relevant Past Experience] will allow me to effectively tackle [Describe Specific Work Problem or Issue Discussed] at [Company Name]. I also believe that my experience in [Describe 1-3 Unique Qualifiers] make me a particularly viable candidate for this position.

I hope to continue our conversation regarding a potential career at [Company Name], and look forward to hearing from you soon.

Yours Truly,

[Your Signature]

[Your Name]