Dear Ms./Mr. Last Name:

Thank you for taking time to interview me for abc position. After interviewing with you and the hiring committee I learned more about the position and I am eager to join the team.

I really valued the information you shared about abc project. These are the types of projects I would really enjoy working on because I (for example, really like direct client services; organizing data; analyzing data and making recommendations….) and I (other tasks that are involved. You can make a connection between your past experience and/or interests and this position.)

When you stated that (you found working with the team extremely rewarding) it resonated with me because I believe that, as a group, we can create, research and suggest better solutions. In my previous position at abc, we solved problems such as abc as a group. This was an extremely positive experience because each team member brought his/her strengths to the table. We all benefited from each person’s experience and our client was extremely happy with our product. This client continues to refer others to abc company as a result of this project.

Thank you again for taking time out of your busy schedule to meet with me and clarify the specifics of the job. I look forward to hearing from you.

Sincerely,

First Name Last Name

Cell: 832-842-6120; Email: hirebauer@bauer.uh.edu