**Sally Sample**

123 Fake Street

City, MI 49242

(517) 555-5555

sallysample@email.com

April 1, 2021

Attention: Jane Doe

Community Health Center

168 South Howell Street

City, MI 49242

Dear Ms. Jane Doe,

**First Paragraph:** Thank the interviewer for meeting with you and mention the position that you applied for. Example: I would like to take this opportunity to thank you for your time and to again express my interest in the Nursing Assistant position at the Community Health Center. I enjoyed learning more about the Health Center and I am excited about the possibility of joining your team. *(2 spaces)*

**Second Paragraph:** Mention specific qualifications that you discussed during the interview and remind them what a great candidate you are. Add anything you forgot to mention in the interview.  *(2 spaces)*

**Closing Paragraph:** Thank the interviewer again and let them know that you are eager to hear from them regarding their decision. Example: Thank you again for your time and consideration. I am available to answer any additional questions you may have and look forward to hearing from you soon regarding your hiring decision.  *(2 spaces)*

Sincerely,

Sally Sample

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