**Example One**

Dear (Hiring Manager’s first name),  
  
I would like to thank you, most sincerely, for taking the time to interview me today for the (job title) position that has opened with (company name). It was great to meet you and your team, and I truly enjoyed learning about your current program and touring your office.  
  
I was impressed by the opportunity your next (job title) will have to build a strong, rebranded presence for (company name) on social media. As we discussed, my experience includes creating and managing social media properties for both established and start-up organizations. My successes include (list your major successes).  
  
I am eager to work in a dynamic, full-time (relevant industry) environment. I am invigorated and inspired by collaborative teamwork, and would find it most rewarding to help forward (company names)'s mission of (quote the company's mission statement if available).  
  
If I can provide any additional information to help you with your decision-making process, please let me know. I look forward to hearing from you soon!  
  
Sincerely,  
(Your name)

**Example Two**

Dear (Hiring Manager’s first name),  
  
Thank you very much for taking so much time out of your busy schedule to meet with me and show me around your office. After meeting you and the members of your team, I was impressed not only with the congeniality of your office but also with the depth of knowledge and the professionalism you all demonstrated. I believe that I would be an asset on your projects and would welcome the opportunity to learn from all of you.  
  
As we discussed during my interview, my internship last year had responsibilities very similar to those required for this position.  
  
I am well-versed in meeting challenging project benchmarks and deadlines, and I thrive in situations that require team collaboration, a strong work ethic, and clear-cut communication skills. In regard to our discussion about whether I’d have the flexibility to work overtime or on weekends in order to complete deadline-critical projects, I’d like to assure you that I would be readily available to go this extra mile to contribute to my team’s success.  
  
Thank you again for taking the time to speak with me about this position. I believe that this career opportunity is an excellent match for my talents and would truly appreciate the opportunity to work for a forward-thinking and progressive organization like (company name). Please let me know if there is any additional information I can provide for you to help in your decision-making process.  
  
I look forward to hearing from you very soon.  
  
Best regards,  
(Your name)

**Example Three**

Dear (Hiring Manager’s first name),  
  
Thank you again for speaking with me about the (job title) position at (company name). After hearing from you about the attention to detail and the multitasking skills that are essential for the job, I am more confident than ever that I am an ideal candidate.  
  
I understand that the position requires extensive knowledge of (relevant skills). One of my greatest strengths is my ability to learn new tasks and new technologies quickly and efficiently. (Include an example of a time where you learned how to use new technology in a leadership position.)  
  
You stated that the start date of the position is in (date allotted). Since our interview, I have studied (relevant skill) in depth. I have already made great strides in my fluency with (relevant skill). By the time of staff orientation, I will be extremely well versed in (relevant skill).  
  
I have the leadership experience, organizational skills, and technological savvy to be an essential member of the (company name) team. I greatly appreciate the time you took to interview me, and I look forward to hearing from you about this position.  
  
Best,  
(Your name)