

JANE B. WELLNESS

Permanent Address:
1367 Oak Lane
Cottonwood, AZ 85016
(813) 555-9089

YourName@domain.com

Through May 10, [Year]:
713 North Main Street
Wayne, NE 68787
(402) 375-0000

Today's Date

Person's Name
Company/Organization
Company/Organization Address
City/State/Zip

Dear (*Mr./Mrs./Ms. Person's Last Name*):

Thank you for interviewing me for the Personal Trainer position. I enjoyed meeting you and learning more about [Company Name].

My enthusiasm and interest in working with your team were strengthened as a result of the interview. From our conversation, I am confident in my ability to meet and exceed your expectations. Your clients will benefit from a dedicated person who enjoys working in the health and fitness field.

Please call me at (402) 375-0000 if I can provide additional information. I look forward to hearing from you. Again, thank you for your time and consideration.

Sincerely,

[Your Signature Here]

Jane B. Wellness

TIPS:

- Thank you letter should be sent to employer within 48 hours of interview.
- Use Arial or Times New Roman Font, size 12.
- Top margin should be 1 inch and side margins 1 to 1 ½ inches. Center body of letter (Equal space before date and after your signature line.)
- Address the letter to the person with whom you interviewed. (Include name, title, business, and complete mailing address.)
- Express appreciation for the opportunities to interview, tour the business, etc.
- Show continued interest in the position and company.
- Re-emphasize your most important skills and how you expect to contribute to the business.
- Close with a comment about future contact with the employer.