

Wanda Rodriguez
25 Maple Street
Santa Ana, CA 92705

This is called the "inside address" and is your complete address. This is included when you are not using a letterhead. Return 2 times after the last line

September 18, 2018

completely write out the date, no abbreviations, return 4 times and start your address line

1' margins around the entire document

Ms. Sandra B. Grasso
Senior Vice President, Credit Technologies
3 Bala Plaza, Suite 500
Sim City, CA 19004

This is the address of who interviewed you, their title, and company and the company address

Dear Ms. Grasso:

The person you are sending the letter to. The name is followed by a colon and return 2 times and start your letter

Follow this format for the best possible grade on the thank you letter. Start off your Thank you letter by thanking them for their time and the opportunity they gave you at the interview. Talk about how they made you feel during the interview and about the opportunity you had to compete for the position.

In this second paragraph, talk about your understanding of what the job entails. This will show that you know the job and what the position requires. In addition, restate what qualities and skills you have that make you the best candidate for this position.

Conclude the thank you letter by formally thanking them for their time and opportunity. Let them know that if they offer you the position that you can start immediately. And that you look forward to talking again with you soon.

Thank you once again,

After the last paragraph is finished you will return twice and type your closing. This will be followed by 4 returns to make the proper spacing for your signature

Wanda Rodriguez

type you name here and in the space between the closing and your name, you will sign the letter using your signature. Always sign in blue or black pen.