Your Name

Your Address

Your City, State Zip *(as in: Madera, CA 93637)*

Your Telephone Number *[as in: (559) 675-4450]*

Today’s Date *(spell out month, day, year, as in: October 20, 2014)*

Interviewer’s Name

Professional Title *(as in: Manager)*

Organization Name

Mailing Address

City, State Zip

**[Introduction - Start your letter off by expressing sincere appreciation for the chance to interview for the position. Also, communicate your excitement and interest in the position.]**

I would like to thank you very much for taking the time to interview me for the position of cashier. I enjoyed meeting you and other members of the team at Big Lots yesterday. I am very interested in this position and joining your team…….

**[Use this paragraph to highlight your skills or qualifications that make ideal for the job. This is another chance to sell yourself.]**

After meeting with you I feel strongly that I am a good match for your team. I know that you are looking for someone who is reliable, has strong math and computer skills and is able to communicate with the general public. I am confident that the skills I have learned in my math and computer classes at Madera South High School have prepared me to be able to fulfill this requirement and be a responsible member of your team.

**[Conclusion – Finish by reiterating your appreciation for the interview. You can also mention that you are looking forward to hearing from them or to the next step in the hiring process. Consider adding your phone number and indicating you would be willing to answer any additional questions. ]**

Thank you for taking the time to interview me. I look forward to hearing from you in the near future. You can contact me at (559) 555-5555 or by email at johndavis@maderausd.org

Sincerely,

Your Signature (Leave 3 spaces)

John Doe