

Sample Job Interview Follow-up Letter

It is a very good idea to send a follow-up letter the day after any job interview. This follow-up letter is a thank you letter which also lets the interviewer know that you are still actively interested in the job or position.

Sample follow-up letter:

Ave., S.W.

49507

1216 Pennsylvania

Grand Rapids, MI

14, 2003

June.

Ms. Anne-Marie Priestly
Office Manager
Midwest Health Clinic
56 Main St.
Hadley, MI 49709

Dear Ms. Priestly,

It was a pleasure talking with you yesterday about the staff acupuncturist's position at Midwest Health Clinic. I was very impressed with the job as you described it and with the professionalism of your clinic and staff.

I hope you will give me the opportunity to put my skills and enthusiasm to work for your office. I believe my ranged of health care skills would serve your practice well. The interview confirmed my interest in working with you, and I certainly hope to hear from you.

Sincerely yours,

Joan Bramwell Stoker, Lic. Ac.