**THANKYOU LETTER**

**[Today’s Date]**

**[Company Name]**

**[1234 Street Address]**

**[City, State, Zip]**

Dear **[Hiring Manager’s Name],**

Thank you for taking the time out of your busy schedule to conduct a phone interview with me this afternoon. I thoroughly enjoyed speaking with you about **[Company Name]’s** future projections as well as the opportunity to join the company as **[Position Title].**

As discussed in our conversation, I have over **[Number]** years of experience working in the **[Industry].** Throughout my professional history I’ve been responsible for **[Relevant Experience],** **[Relevant Experience],** and **[Relevant Experience].** This experience has allowed me to hone my **[skill]** and **[skill]** and accomplish **[Accomplishment]** and **[Accomplishment].** Given my proven track record for success, I’m confident in my ability to help **[Company Name]** reach its goals and expand its position as an industry leader in the **[Industry]** market.

Again, thank you for considering my application and for organizing a phone interview with me. I look forward to arranging a date for me to join you in the office for an in-person interview. I’m confident that I would be an invaluable addition to the **[Company Name]** team.

Sincerely,

**[your signature]**

**[Your Name]**  
**[1234 Street Address]**

**[City, State, Zip]**