**Follow-up letter template**

Here is a template you can use to create your own follow-up letter:

[Name]

[Address]

[Phone number]

[Email]

[Date]

[Recipient's name]

[Title]

[Company]

[Company address]

Dear [Name],

Thank you again for taking the time out of your schedule to talk to me about the [position] with [company]. I was truly impressed with your organization and the team environment within the [department] and I would welcome the opportunity to be part of that.

In addition to a strong educational background and a passion for [industry/role], I also bring [number] years of experience as a [position]. [Elaborate on experience that qualifies you for the role or any qualifications that you failed to mention in your interview.]

I look forward to hearing from you once the final decision is made. If you need references or any other information, feel free to contact me at [phone number]. Thank you again for your consideration.

Sincerely,

[Name]