

EXAMPLE

Your Name
Your Address
City, State Zip
Phone Number

Date

Company Name
Attention: Human Resources, Hiring Manager, or Name of Person
Address
City, State Zip

NOTE: IT'S ALWAYS BEST TO SEND A **WRITTEN** PERSONALIZED THANK YOU **VERSUS** A "STANDARD" THANK YOU LETTER VIA EMAIL. YES, TECHNOLOGY IS FAST, BUT SOME THINGS STILL HAVE REMAINED UNCHANGED. MANY PEOPLE STILL **VALUE** A PERSONALIZED WRITTEN THANK YOU CARD. IT SHOWS THAT YOU TOOK THE TIME TO SIT DOWN AND THOUGHTFULLY WRITE OUT A THANK YOU...SPEAK TO ANY RECRUITER AND THEY WILL TELL YOU TO SEND A PERSONALIZED THANK YOU LETTER...

Thank you for taking the time to discuss the freelance writing opportunity with your company. I enjoyed meeting and speaking with you, and I learned a great deal about your company.

Based on what I learned from our conversation, I am confident that I have the background and qualifications necessary to work effectively with your team of freelance writers. I am especially pleased to know that you need additional members who have experience in international travel (or whatever skills you need for the position). As I mentioned, my area of expertise is the UK area.

I am excited about this writing opportunity and the prospect of working with a team of professionals. Thank you for your time and consideration, I look forward to hearing from you.

Regards,

Your Name