**Your Name**

Your Street Address

City, State Zip code (remember, city comma state)

Your Phone(s)

Your E-mail (ONLY if it’s appropriate!)

Date (use Month Day, Year format. For example: March 4, 2014)

Company Name

Company Street Address

City, State Zip code

Dear Mr. or Ms. Contact Person (**or** Dear Sir/Madam, if you don’t have a contact name):

An opening paragraph that introduces yourself as a student at The Tech Center in Yorktown in Yorktown NY and refers to the job interview and states your reasons for the thank you letter. Mention the dates. Thank the interviewer for the opportunity he/she provided.

Key points that you discussed-What did you learn? What will you take away from the interview?

A closing paragraph that thanks expresses gratitude for allowing the interviewers time.

Sincerely,

**Your Signature (leave 3 blank spaces)**

Your name printed