[Subject]

[Greeting]

[Begin your letter or email with a paragraph thanking your interviewer for taking the time to talk to you.]

[For the next one to two paragraphs, personalize the note with any specific details from the interview that will demonstrate your engagement. This could also aid in their recollection of you and your conversation. Additionally, take this time to reiterate your qualifications for the job and clarify anything that you felt you missed in the interview.]

[In your conclusion, thank the interviewer one last time, and mention your interest in the job. Letting them know that you expect to hear back from them soon is a subtle and confident way to close the note. Even if they decide to go in a different direction, this line could ensure that they at least reach out to you to let you know.]

[Using "Sincerely" or "Best regards" are simple and effective ways to sign off.]

[Your first and last name]

[Your email address]

[Your phone number]

[Pertinent links, such as online portfolios or profiles]