

Your Name
Street Address
City, State Zip Code
Phone Number
Email

Date

Individual's Name
Job Title
Name of Organization
Street Address
City, State Zip Code

Dear Mr./Ms. _____:

Thank you for the opportunity this morning to discuss the mathematician position. Our conversation provided me a better understanding of ABC Company and the requirements of the company.

My strong office and interpersonal skills will definitely contribute to your company. I am proficient in all the computer software packages you use, and I feel I possess the required knowledge and background in mathematics.

I enjoyed meeting the office staff and touring the facility. This is clearly a quality organization with an emphasis on efficiency and a dedication to teamwork. I would consider it a privilege to intern with your team and will contact you next week to inquire about the hiring decision.

Again, thank you for your time and consideration.

Sincerely,

Signature

Your typed name