Claudia Russo   
123 Lorraine Dr.   
Champaign, IL 61820

February 1, 20XX

Bruce McRae   
Chair, Languages Dept.   
Coe College   
1220 First Avenue NE   
Cedar Rapids, 52402

Dear Dr. McRae:

It was a pleasure speaking with you last Friday regarding the Assistant Professorship in   
Peninsular Spanish culture and literature. I wanted to let you know that I enjoyed meeting you and appreciate the time you took to interview me, particularly during such a busy time of year. I am excited about the opportunity to teach at Coe College, and I find the prospect of organizing a new study-abroad program an exciting challenge.

If you any further questions about anything we discussed during the interview, or something that appears on my CV, please do not hesitate to contact me at 217-333-5555. I look forward to hearing from you.

Sincerely,   
Claudia Russo

**NOTE:**I  
f you neglected to mention important experience or would like to address any weaknesses, you may do so in an additional paragraph.