Dear Mr/Ms [tên nhà tuyển dụng]

I truly appreciate your taking the time out of your busy schedule to interview me for the [vị trí tuyển dụng] position open in your department. Thank you for talking to me about your department and its role in the larger corporation.

I believe that my skills and experience make me an ideal candidate for this position. I am adaptable to my work environment, and I am sure that I would fit into your department easily. I bring enthusiasm and attention to detail to any job I do.

Thank you for your careful consideration for this position.

Best Regards.

[Ký tên]