Interview Thank You Letter

Your Name

Address

City, State, Zip Code

Phone Number

Email

The date

Mr Joe Green

Sales Manager

File Systems Inc

City, State, Zip Code

Dear Mr Green

Thank you for meeting with me today. I appreciate the time you took to discuss the position and department in further detail. My interest and enthusiasm for the sales job are stronger than ever after learning more about it.

If selected for this position I am confident that my skills and abilities will contribute significantly to the achievement of your sales objectives. My previous experience with XX Company has equipped me to successfully handle the current challenges your department faces and I look forward to showing you what I can achieve. In particular, my in-depth product knowledge will ensure a quick and smooth transition into this position. My strong customer service background guarantees that I will be of value in addressing your customer retention concerns.

I was very impressed by the professionalism and energy of the team and it would be a privilege to work with them.

Thank you again for your time and consideration. I look forward to hearing from you.

Sincerely

Your name