

Thank-You Letter

1. As soon after the interview as possible, a letter should be sent to express your appreciation for the opportunity to present yourself.
2. Use the letter to express your continued interest in the position and organization. Some details of things which impressed you are a nice way to personalize your letter and convey your interest more convincingly.
3. Supply any additional information that was requested at the time of the visit or interview.
4. It is acceptable to email your thank-you letter. Be sure it retains the degree of professionalism you would have in a hard copy letter.

1234 College Ave.
Reading, PA 19607

Date

William Johnson
LMO Pharmaceutical Company
9183 Short Hills Road
Philadelphia, PA 19111

Dear Mr. Johnson:

Thank you for the opportunity to interview with you on Friday, October 23, 2013. The Account Representative position we discussed is a wonderful opportunity for which I feel uniquely qualified.

As we discussed, my background in both the sciences and business will enable me to interact effectively with physicians and pharmacists. Not only am I able to discuss the technical aspects of your products, I understand marketing techniques and the importance of the bottom line.

If you require any additional information, please do not hesitate to contact me by phone or email. Again, thank you for meeting with me. I look forward to speaking with you again soon.

Sincerely,

Martin A. Student

