

Sample Thank You Letter

12345 Lakeland Drive
Painesville OH 44077
(440) 254-5555
lwesley@hotmail.com

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Post-interview Notes

Very good match. I really liked the people & their attitude. Leadership & motivational skills are important. Did not emphasize them enough. Expand on my answer concerning my ability to help Ms. Reynolds implement the training program. She expressed concern about my lack of on-the-job marketing experience. Do some damage control; correct this impression.

Ms. Susan J. Reynolds, President
Reynolds Communications Group
111 Mentor Avenue
Mentor OH 44060

Dear Ms. Reynolds:

Thank the reader.

Express your interest.
See the interview
notes above.

Thank you for the opportunity to meet with you this morning to discuss my qualifications for the Associate Manager position. Your staff impressed me with the pride they take in your company and the services it provides.

Please consider why I am well qualified to meet your high standards:

! You are looking for someone with strong leadership skills and a successful track record of motivating employees. My peers selected me to be group leader for an Organizational Behavior class project. In his review of my contributions, my instructor commended me on my ability to motivate and lead. He felt that this was the chief reason why our team was the only one to receive an A. I have enclosed a copy of his comments.

! You need someone who can implement your new "Accentuate the Positive" customer service training program. My experience providing friendly, customer-oriented service and knowledge of effective training techniques qualify me to do this.

! You expressed concern that I lack direct marketing experience. When I worked at Dillard's last summer, I improved the effectiveness of merchandise displays by creating attractive, space-efficient arrangements. This, along with my marketing classes and talent for generating fresh, creative ideas, demonstrates that I can succeed in this area.

Tell why you will excel.

Thank the reader.

Do damage control.

Thank you again for considering me for the position. I am confident that my leadership, training, customer service and marketing skills can help you reach your goals. I am very excited about the possibility of working with such a dynamic team, and I look forward to hearing good news from you next week.

Sincerely,

Make a final sales pitch.

Restate your interest.

Lynn Wesley

Lynn Wesley

Enclosure