

SAMPLE THANK YOU LETTER

109 E. University
Bloomington, IL 61701
November 18, 2003

Mr. Jim Johnson
Vice President
ABC Company
1000 7th Street
Chicago, IL 60001

Dear Mr. Johnson:

Thank you for the time you and your staff spent with me yesterday to discuss the Sales Representative position. This is exactly the type of opportunity I am seeking.

I am very impressed with what I learned about the ABC Company's six-month training program, especially the combination of classroom and on-the-job training. It seems more thorough than comparable programs in the consumer goods industry. Since we talked, I read about the success of your company's latest new product introduction. This just confirms what I have learned about ABC Company's reputation for marketing expertise.

As we discussed, I have two summers of sales experience. This has taught me the importance of goal-setting, identifying the customer's needs, and organizing my time effectively. I am confident that my background will make me an asset to your company.

Should you have any questions or need additional information, please do not hesitate to contact me at (309) 556-1111 or via email at jjones@iwu.edu. I look forward to hearing from you and hope I will have the opportunity to work for ABC Company.

Sincerely,

Jennifer Jones

Jennifer Jones