

General Thank You Letter Example

Mr. Steven Page
ABC, Inc.
5 Main Street
Chicago, IL 94102

Dear Steven,

Thank you for taking the time to discuss the Operations Manager position at ABC, Inc. with me. I have already been in contact with John Binkley from CRG Search and informed him about my enthusiasm for the position with ABC.

After meeting with you, and observing the company's operations, I am further convinced that my background and skills coincide well with your needs. I really appreciate that you took so much time to acquaint me with the company. I feel I could learn a great deal from you and would certainly enjoy working with you. It is no wonder that ABC Inc. has made its mark as a leader in your industry.

In addition to my qualifications and experience, I will bring excellent work habits, impeccable integrity, and keen judgment to this position. With the countless demands on your time, I am sure that you require people who can be trusted to carry out their responsibilities with minimal supervision.

Steven, I look forward to hearing from you concerning your hiring decision. Again, thank you for your time and consideration.

Sincerely,

John Oakley
john@oakley.com
7 Apple Court
Chicago, IL 97401
312-555-0303

Overcoming Objections/Sell Yourself Thank You Letter

Mr. Steven Page
ABC, Inc.
5 Main Street
Chicago, IL 94102

Dear Steven,

Thank you for the time you took to interview me for the Senior Sales position. I have already been in contact with John Binkley from CRG Search and informed him about my enthusiasm for the position with ABC, Inc.

After our interview, I'm convinced that I have the three ingredients you're looking for in your sales professionals. I know you expressed some concern in our meeting that I have not worked in your industry. I want to stress, however, that I have a proven track record of success that would transfer to increased revenue and cost savings for ABC, Inc.

Here are a few of my professional highlights:

- BSBA from Loyola University and MBA from Keller Graduate School
- Increased revenue by 203% in my assigned territory resulting in \$2.3M in additional annual recurring revenue
- Discovered a more cost-effective marketing strategy resulting in a 47% decrease in spending equating to \$100K cost savings annually
- Awards include: #2 rep in Region - 2005, #1 rep in Region - 2006, Top 5% Nationally - 2007; selected for Elite Management Trainee program - 2007

I promise you I won't let you down if you give me the chance to show what I can do. I eagerly await the next step in the process.

Sincerely,

John Oakley
john@oakley.com
7 Apple Court
Chicago, IL 97401
312-555-0303

"Right Fit" Thank You Letter

Mr. Steven Page
ABC, Inc.
5 Main Street
Chicago, IL 94102

Dear Steven,

Thank you so much for taking the time to interview me today for the manufacturing engineer position. I have already been in contact with John Binkley from CRG Search and informed him about my enthusiasm for the position with ABC, Inc.

I felt a wonderful rapport not only with you, but with the whole ABC team I had the pleasure to meet. I am convinced that I would be an excellent fit as a member of the team and contribute my skills and talents for the benefit of ABC's current and prospective customers.

I can make myself available for any further discussions of my qualifications that may be needed. Again, Steven, I very much appreciate you and your staff taking so much time to talk with me about this exciting opportunity.

Sincerely,

John Oakley
7 Apple Court
Chicago, IL 97401
312-555-0303
john@oakley.com