

Please see the "Follow-Up Tips" section of our website for more information on writing a follow-up thank you note.

1234 Hawk Avenue  
Philadelphia, PA 12345

14 August 2017

Patrick Smiles  
Personnel Department  
Stanley Enterprises  
1234 City Avenue  
Philadelphia, PA 12345

Dear Mr. Smiles:

Thank you for the opportunity to interview this afternoon for the Sales Trainee position. I enjoyed meeting with you and learning more about Stanley Enterprises. I was greatly impressed with the professionals on your team and your creative approach to marketing.

Your organization appears to be growing in a direction which parallels my interests and career goals. The interview with you and your staff confirmed my initial positive impressions of Stanley Enterprises, and I want to reiterate my strong interest in working for you. My prior experience in operating office equipment plus my training in communication would enable me to progress steadily through your training program and become a productive member of your sales team.

Again, thank you for your consideration. If you require any additional information, please feel free to call me at 610-555-1234. I look forward to hearing from you.

Sincerely,

*Stephanie Student*

Stephanie Student

This information is not needed if sending the thank you via e-mail.

A thank you should be sent immediately after the interview. Refrain from sending the e-mail from your phone.

Be sure to reiterate your interest and the skills you have to offer.