Your Name
Your Email Address
Your Phone Number

Date

Interviewer’s Name
Job Title
Name of Organization
Street Address
City, State ZIP Code

Dear Mr./Ms. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_,

Thank you for the opportunity to interview for the sales position this morning. Our conversation gave me a better understanding of ABC Company and the requirements of the job. The information from Max and Katherine helped me gain a better perspective on the position.

I believe my strong communication and organizational skills will make a definite contribution to your company. In addition, I am proficient in all the digital skills you need and bring the extensive customer service experience you want.

It was great to meet the office staff and tour the facility. This is clearly an outstanding organization with an emphasis on caring about the customer and dedication to teamwork. I would very much like to join your team. I will contact you next week to ask about the hiring decision, if I don’t hear from you sooner.

Again, thank you for your time and consideration.

Sincerely,

Your typed name (if sent by email) or
Your signature (if sent by mail, on paper)