

thank you after an interview

Today's Date

1947 Grace Avenue
Springfield, Illinois 10281

Sample Employer, Director
Personnel Department, Davis Enterprises
22900 Cambridge Street
Boston, Massachusetts 01181

Dear Mr. Employer,

Thank you so much for the opportunity to interview with you yesterday for the Sales Trainee position. I enjoyed meeting you and your staff, and learning more about Davis Enterprises. You have an exciting, sophisticated approach to marketing and I learned a great deal from our conversation.

Davis Enterprises appears to be growing in a direction that matches my career goals. Your organization's emphasis on social media advertising parallels my interests in real time, cutting edge social technology to meet customers where they are. The interview with you and your staff confirmed my initial positive impressions of Davis Enterprises, and I want to reiterate my strong interest in working for you. My prior experience in operating office equipment, in addition to my training in media communication would enable me to progress steadily through your training program and quickly become a productive member of your sales team.

Again, thank you for your consideration. If you need any additional information, please feel free to call me at (444) 222-7777.

Sincerely,

Sample Student

Sample Student