

THANK YOU LETTER
Post-Job Interview

1234 Roanoke Avenue
Boulder, Colorado 84934

June 4, 2001

Victor Scott
Director, Personnel Department
Marketing Incorporated
555 Cash Drive
Denver, Colorado 82170

Dear Mr. Scott,

Thank you once again for the opportunity to interview for the marketing position with your company. I appreciated your hospitality and enjoyed meeting you and members of your staff.

The interview convinced me of how compatible my background, interest, and skills are with the goals of Marketing Incorporated. As I mentioned during our conversation, my experience as an Air Force recruiter has prepared me well for direct sales opportunities both in the U.S. and Europe. I am confident that my work for you will result in increased profits.

For more information on my success as a recruiter, please call Colonel Maille Marine at 555-555-5555.

I look forward to seeing you again.

Sincerely,

[signature]

Rick Rudolph