

Thank You Letter Sample

335 Cobblestone Court
Chapel Hill, NC 27514
November 19, 200x

Mr. Thomas Jenkins
Marketing Manager-Central Region
J.R. Johnson Company
2001 Peachtree Avenue
Atlanta, GA 30303

Dear Mr. Jenkins:

Thank you for the time you and your staff spent with me on Tuesday, November 18, to discuss the Sales Representative position currently available. This is exactly the type of opportunity I am seeking.

I am very impressed with what I learned about the J.R. Johnson Company's six-month training program, especially the combination of classroom and on-the-job training. It seems more thorough than comparable programs in the consumer goods industry. Since we talked, I read about the success of your company's latest new product introduction. This just confirms what I have learned about J.R. Johnson's reputation for marketing expertise.

As we discussed, I have two summers of sales experience. This has taught me the importance of goal-setting, identifying customer needs, and organizing my time effectively. I am confident that my background will enable me to be an asset to your company.

Again, thank you for the opportunity to talk to you in more detail about a sales career with J.R. Johnson. I look forward to hearing from you soon.

Sincerely,

John Jackson

John Jackson