

345 Main Street  
West Chester, PA 19380

October 24, 2014

Ms. Jane Smith  
Ajax Widgets Company  
1223 Foster Ave.  
Philadelphia, PA 19104

Dear Ms. Smith:

I want to thank you very much for interviewing me yesterday for the Sales Associate position with Ajax Widgets. I enjoyed meeting you and learning more about your company's products, services, and position in the Delaware Valley market. I also greatly valued meeting members of the current sales team.

My enthusiasm for the position and my interest in working for Ajax Widgets were strengthened as a result of the interview. I think my education and internship experiences fit well with the job requirements, and I am confident that I could make a significant contribution to the organization over time.

I want to reiterate my strong interest in the position and working with you and your team. You provide the kind of growth and advancement opportunity I seek; I was impressed with the amount and quality of professional mentoring and training available.

Please feel free to contact me at (610) 345-6789 or at RC811223@wcupa.edu if I can provide you with any additional information. Thank you for the interview and your consideration.

Sincerely,

*Rammy W. Chester*

Rammy W. Chester

This is one of the most important, yet least used, tools in a job search. A thank-you note is used to express appreciation, reinforce motivation, and/or strengthen your candidacy. When following up on employment interviews, thank-you letters (or emails) should be sent within 24 hours to everyone who interviewed you. If it is not possible or appropriate to send a thank-you to everyone, then send one to your host or the highest ranking manager you met with a request to extend your appreciation to the entire group.