

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.