

"THANK YOU" Follow- up LETTER

Your Name

Your Address

Your Phone Number

Your EMAIL Address

<DATE>

Mr. Joe Smith
Finance Director
ABC Company
1234 Main Street
Fort Lauderdale, FL 33301

Dear Mr. Smith:

It was a pleasure meeting you last Friday to discuss the credit position at ABC Company. I greatly appreciate the time you spent with me and the valuable information you offered about the position's various duties and responsibilities. It was a most informative and interesting interview.

Upon reflection of our discussion, I feel confident that my background and qualifications would make a positive contribution to your company. My experiences and accomplishments in credit and credit management closely parallel the defined objectives and expectations of this position. The international aspect of the business is of particular interest to me as I strive for continued professional growth and to expand my knowledge base.

I hope that my responses to your questions and my credentials relative to the job requirements were satisfactory and that a mutually beneficial working relationship will result. I look forward to hearing from you in the near future.

Thank you again for your time and kind consideration!

Sincerely,

Mary Applicant

Thank You Letter After a Telephone Conversation

<Date>

Ms. Linda Sanchez, President - Exclusive Insurance, Inc.
123 Main Street.
Miami, Florida 33443

RE: Customer Service position

Dear Ms. Sanchez:

As you suggested during our telephone conversation this morning, I am emailing you my résumé and application for the **Customer Service** position advertised by your company. I have also mailed a hard copy of the résumé for your permanent file.

Thank you for the concise explanation of your needs. I know that my ten years of success in the insurance industry, analyzing and responding to customer queries, will help to raise customer satisfaction levels and enhance profitability for your own organization. My proven abilities are demonstrated by such achievements as:

- Hand selected to represent my employer during a presentation to a new client company, because of my ability to answer benefits questions and explain claims procedures
- Received monetary awards for superior quality and customer service
- Salvaged a key account by improving speed and quality service and follow up
- Received numerous letters of commendation written by satisfied customers

I am confident that my strengths will help you to create a greater customer focus, which will in turn boost earnings and raise morale. Could we speak soon about my possible contributions to Exclusive Insurance? I will follow up this letter next week to learn what our next steps might be. I eagerly await the opportunity to meet with you in person.

Sincerely,

Patrick O'Reilly

Attachment