
Sample Thank You Letters

Sample # 1

Contact Name
Contact Title
Company Name
Company Address

Dear [Contact Name],

Thank you for your time and consideration in interviewing me for the position of [Position Title].

I am aware that the outsourcing industry is strong and will only grow in the future. I feel that by opening a completely new sales territory shows a tremendous commitment to further your foothold in the industry. It is this fact that has me so excited about this opportunity to be part of the [Company Name] team. I was very impressed by the team atmosphere fostered at [Company Name] in the short time I visited. A lot can be achieved when all members of an organization are on the same page working towards the same ends.

I feel that I am best suited to this position because I have a strong background in outside sales with 4+ years in the pharmaceutical industry. I am the salesperson you wanted to become the scientist, not the scientist to become the salesperson. I happen to be a salesperson with a science and technology background. My desire to be part of an elite consultative sales force is another reason I am best suited for this position. This is the job I've been looking for in my sales career.

I understand that [Company Name] is an industry leader with tremendous growth potential and I want the opportunity to help you reach that potential.

I look forward to speaking with you in the near future.

Sincerely,
[Your Name]

Sample #2

Contact Name
Contact Title
Company Name
Company Address

Dear [Contact Name],

I really appreciate your time Tuesday. I know how exhausting the interview process can be when you are trying to find the right person for your team. After talking with you, I believe I now have good understanding of what [Company Name] is trying to do. You are looking for mainstream agency business (Mom and Pop Shop) and that is near and dear to my heart. That is the type of business I always tried to write.

I have always prided myself on my ability to build lasting relationships. I never lost an account because of a bad relationship. I will be able to bring strong relationship building, time management and follow-up skills to [Company Name]. I know how to work with other agents, but more importantly I know how to build relationships with the account managers. Lets face it, the account manager's are the ones that actually fill out the applications and request the quotes.

When given the opportunity to work with [Company Name], I spend my time introducing myself to every agent we currently do business with. I want to let them know that [Company Name] now has someone here to help them with their work comp needs. I will see the primary producer and account manager to start building those lasting relationships we will need. I will re-educate them on what [Company Name] is all about.

As I have stated to you before, the salesman in me has to say I want your business or in this case this JOB.

Again thanks for your time.
[Your Name]

Sample # 3

Contact Name
Contact Title
Company Name
Company Address

Dear [Contact Name],

I wanted to thank you again for taking the time to see me last Thursday. I know you were in a rush, but you took the time to show me around and to answer all of my questions.

The position you are looking to fill requires an individual who is extremely motivated, highly organized and above all dedicated to the mission of building the business. I am all of these things and more. As proven by my accomplishments at [Current Company], I am a winner. My goal is not to sound arrogant when saying this, rather to reveal the mindset I hold in life. No matter what the stakes, be it money, personal challenge or impressing those around me, my goal is always to be number one. I can't always achieve this, but I will always try. And through hard work, unwavering determination and an approach bordering on the creative, I usually succeed.

I admire the passion you have when you speak of your job, and of the many goals you have set for yourself and the people who work under you. I have worked for people like yourself, and for people who do not share your energy and I can say with confidence that your style builds success in employees.

I am definitely interested in taking this to the next level. I am certain that I would be an excellent addition to your team.

Thank You,
[Your Name]

Sample # 4

Contact Name
Contact Title
Company Name
Company Address

Dear [Contact Name],

I wanted to take a minute to thank you for taking time out of a very busy schedule to talk with me last week and yesterday.

After talking to you, my confidence in making the switch to the recruiting industry has been reaffirmed. I know that the skills and expertise gained from the many years in the computer support/repair, sales and service industry are very transferable. Understand that the coping with the rejection at times, dogged determination/follow-up to get the sale, relationship building, professionalism, maturity, competitiveness, hard work ethic, entrepreneurial spirit, communication skills, understanding customer goals/objectives, and the follow through to maintain good customer service are skills I will bring with me to your industry. Also, possibly the one area we didn't talk about is my "experience on the other side of the table," that is, at [Company Name]; 65-70 of the total headcount of 160 people I manage were temps. At the three jobs that followed, I also managed people that I hired as "temps to perms." During the ramp from 5 to 450 employees at the [Company Name], I had a temp agency that had an office at the facility where I manage and worked very closely with their two recruiters. What I am saying is that I've never worked as a recruiter before, but I not only have very transferable skills, but I know what it is to be a recruiter and possibly more importantly, I understand extremely well what the customer needs/expects when he employs a recruiter to supply his labor requirements.

I look forward to hearing from you on Friday for further discussions, and as I know how busy you are, I will follow up with a call if you do not call by 3:00 PM.

Thanks,
[Your Name]

Sample # 5

Name,

Thank you for your time this afternoon, it was a pleasure meeting you and learning more about company name and the opportunity on your team.

With "face" time becoming more precious and difficult to come by, employing team members that can maximize exposure, gain feedback and establish rapport in short order is critical to success. I believe, based on our interactive discussion, that I can fulfill that role and be a strong contributor to your team.

With proven success in extremely competitive industries and market segments I thrive on challenge, am driven to succeed, and have unwavering integrity.

Thank you again for your time and consideration. I look forward to hearing from you in the coming days as to my candidacy; I'll follow-up with you on Friday if we have not spoken by then.

Kind Regards,

Name

Address

City, State, Zip

E-Mail

Sample # 6

Name,

Thank you for your time yesterday. I know that you were overwhelmed with information with six different candidates in one day so I wanted to leave you with a summary of interest. I am very interested in the sales management position with your company. I have worked on the subsidiary level and on the corporate level. I have worked with salespeople for years and have learned to adapt to their typical nature. As we discussed, I am an organized, highly analytical, process person. I am driven by results and I am able to make tough decisions. I am a strong leader and I stand firmly with my convictions to do what is in the best interest of the company. At the same time, I am not a tyrant. I am a fun person to work with and I am a team player who will chip in and do whatever needs to be done.

I hope that you chose to go to the next level with me. I am available in the evening if it works better for you. Again, thank you for taking the time to speak with me. If you decide not to go to the next level with me, I wish you luck in finding the right fit for your organization.

Sincerely,
Candidate Name

Sample # 7

Date

Contact Name
Contact Title
Company Name
Company Address

Dear [Contact Name],

Thank you for the opportunity to interview for the sales position at [Company Name].

The opportunity to work with your company will enable me to make a difference using the skills I have development throughout my career. I feel that my extensive customer service and sales experience will further add to my value as an employee of your team.

I believe a successful candidate would specifically be one who is a team player, organized individual and strives for excellence. I not only possess these skills but, have demonstrated them in current, as well as previous positions. Upon request, I will provide the references that will substantiate my skills.

I look forward to going through the necessary steps that will lead me to the opportunity of being part of the [Company Name]. Team!

Sincerely,
[Candidate Name]

Sample # 8

Dear [Contact Name]:

I wanted to thank you once again for meeting with me this evening to further discuss the Sales Representative Position that is currently open in the Albany Territory.

While doing research on [Company Name] the main points that come across are product quality, innovation and great people which are reasons enough for me to want be a part your team. What has made me so sure that [Company Name] is where I want to be, however, is the shared belief that strong teamwork, a consultive sales approach and personal responsibility are the keys to success. These are the traits that have made me successful and it is my hope that I can put those traits to work for you.

It is also my hope that we can discuss the position in further detail during our next meeting and I also look forward to the opportunity to work with one of your 'Specialty Reps' in the field.

If you should have any more questions please do not hesitate to call me at [Phone Number] and thank you once again for the opportunity.

Sincerely,
[Candidate Name]