



Follow Up to Job Interview

Your Name
Your Address
Your City, State, Zip Code
Your Phone Number
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Date

Name
Title
Organization
Address
City, State, Zip Code

Dear Mr./Ms. Last Name:

I very much enjoyed speaking with you about the opportunity to work with your company in the role of sales executive. My experience in sales and management seem to be a good match for the position you described. The organization of your sales teams is forward thinking, and I believe, one where I could contribute a great deal.

I bring with me to the position an extensive knowledge of the market, and strong communications skills. In addition, my ability to motivate my team while working within our budget will provide your company with an edge over others in the market.

My presentation skills allow me to communicate effectively with directors, as well as keep my team up to date on our progress. During my interview, I neglected to mention the series of classes I took in public speaking at the local University. It was very interesting, and provided me with the confidence I possess now while organizing and presenting a project.

Thank you for taking the time to speak with me. If you have any additional questions, please feel free to contact me. I look forward to hearing from you about this position.

Best Regards,

Signature (*hard copy letter*)