

## THANK YOU LETTER OR EMAIL FOLLOW UP

*Use this letter format to follow up after every interview, even phone interviews and while emails are quicker, an actual letter shows you took the time and postage investment to mail one out. Get every name at the interviewer and send one to each for better success.*

[DATE OF LETTER]

Mr. N.T. Viewer  
Manager of Sales  
XYZ Company  
Fax (999) 111-2222

Dear [NAME OF INTERVIEWER]:

I wanted to thank you for taking the time yesterday to meet with me and for sharing information about *XYZ company* and the opportunity available. I enjoyed meeting everyone on the team and learning more about the exciting things you are planning this year.

As we discussed yesterday, it is my belief that my skills and experience would prove to be a natural part of such a successful sales team. After meeting with you and learning more about the company and its vision, I believe this would be a successful match for both of us.

Again, it was a pleasure meeting you. I look forward to hearing from you regarding the next step in the process.

Sincerely,

Ima Candidate