

THANK YOU LETTER: Post-Job Interview

999 Forrest Drive
Denver, Colorado 00001
May 28, 2005

Anita Career
Director, Personnel Department
C.P. Incorporated
000 Lakewood Drive
Denver, Colorado 00001

Dear Ms. Career:

Thank you again for the opportunity to interview for the marketing position. I appreciated your hospitality and enjoyed meeting you and members of your staff.

The interview convinced me of how compatible my background, interest, and skills are with the goals of C.P. Incorporated. As I mentioned during our conversation, my experience as an Army recruiter has prepared me well for direct sales opportunities both in the U.S. and Germany. I am confident my work for you will result in increased profits within the first two years.

For more information on my success as a recruiter, please call Lieutenant Colonel John Doe at 202/999-9999. I talked to John this morning and mentioned your interest in this program.

I look forward to seeing you again.

Sincerely yours,

Jack O. Trades

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