

SAMPLE CORRESPONDENCE
(THANK YOU LETTER AFTER INTERVIEW)

IM A. SAMPLE V
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(Current Date)

Ms. Judy Smith, Director
Market and Sales Research Division
ABC Corporation
4321 Industrial Road
Omaha, Nebraska 68201

Dear Ms. Smith:

I want to express my appreciation for the chance to visit with you regarding your opening for a Research Analyst. This sounds like an exciting and challenging opportunity, and I want to reaffirm my strong interest in the position.

I was particularly interested in our discussion of the customer surveys you are planning to develop over the next year. As we discussed, I recently completed a similar project where I designed a survey instrument that is now being used on a regular basis to measure customer satisfaction. The experience and expertise gained from this assignment would be especially beneficial in developing an effective tool to meet your needs.

Again, I am very interested in this position and am confident I could make a significant contribution to your market research team and to ABC Corporation as a whole. Thank you again for your time and I look forward to hearing from you soon.

Sincerely,

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