***Interview Follow-up Letter***

Name

Telephone:

Email:

Date

Mr. or Ms. Name

Title

ABC Company

Street address

Suite

City, ST zip

Dear Mr. or Ms. Name:

It was a pleasure to meet and speak with you yesterday. I appreciated the opportunity to learn more about ABC Company and the position of Director of Regional Marketing.

A significant outcome of our meeting for me is that I am even more convinced that my previous experience with Another Company will prove valuable in helping ABC Company meet their business goals in the Southeast region. I know this region well and I know a great deal about your primary competitors.

Although we did not specifically talk about it, my success and experience in cultivating the Georgia/Florida market are easily transferable to your stated goals of increasing your exposure and reputation in what has become a difficult marketplace for your products.

I am very interested in this position and would welcome the opportunity to meet with you again, as well as with other members of your leadership team. As you described the position, it appears to be the kind of challenge I excel at and have been hoping to find.

Thank you for your time and consideration. On the chance that you would like additional information or want to discuss next steps in more detail, I plan to call you next week.

Warm regards,

First Last Name