

INTERVIEW THANK-YOU LETTER

2051 Glenview Terrace
Brighton, MA 02135

February 8, 20XX

Mr. Ricardo Dominguez
Dominguez Boots and Shoes
304 Llewellen Drive
Brighton, MA 02135

Dear Mr. Dominguez:

Thank you for taking the time to meet with me yesterday. I was impressed by your store.

← THANK-YOU COMMENT

I am very interested in the sales position that is available. As I mentioned during the interview, my time selling candy door-to-door for my soccer team has given me great experience in customer service. Working at Dominguez Boots and Shoes would be an excellent way for me to develop my sales skills.

← CONFIRMATION OF YOUR INTEREST IN THE JOB; HIGHLIGHT YOUR STRENGTHS

I appreciate your considering me for the sales position. I will contact you later in the week to answer any questions you may have. If you would like to contact me before then, please call me at (617) 555-9625.

← FOLLOW-UP INFORMATION

Thank you for your time.

Sincerely,

Kameika Moore

Kameika Moore