

Sample Thank You Letter #2

March 21, 2007

Ms. Smith:

It was a pleasure meeting with you on Friday. Thank you again for your time and consideration. If you're looking for a quick learner and experienced professional to positively impact your bottom line, you've found her.

As you review my track record, you will note some of my most significant accomplishments and how they helped to contribute high levels of office production for my previous employers. Here is where I stand out the most against my competition:

- Meeting and exceeding office goals and expectations regularly
- Identifying fruitful opportunities in my department and bringing them to the table
- Providing award-winning service noticed by customers.
- Getting real results which increase profits

I am sure you will have follow up questions to our interview; please do not hesitate to call. I look forward to hearing from you soon on the next step in the interview process.

Sincerely,

Nancy Nauruan
714.960.2529