

# J.Q. SMITH

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555-555-5555

CLIENT@RESUME.COM

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Date

Mr. John Doe, Director of Human Resources  
XYZ Company  
000 Broadway Blvd.  
City/State/Zip

Dear Mr. Doe:

I would like to follow up and express my appreciation for taking the time to interview me on January 10<sup>th</sup>. I found our meeting very informative, and having gained a solid understanding of your company goals as well as expectations for the position of *Sales Director*, I am quite confident in my ability to make an immediate impact on your nationwide business growth.

As discussed, with a track record of multi-million dollar sales development and management over the span of my 15-year career, as well as a track record of success in expanding revenue streams, opening new markets and building/leading top-performing sales teams, I believe my qualifications uniquely meet and support your objectives. Combine this with my strategic thinking and decisive leadership skills, and I should be a perfect fit for your company.

I welcome any additional questions you might have and of course am available for a second interview, and would be happy to further discuss how my qualifications match your needs. Again, thank you for the enlightening interview. I look forward to your response and am eager to contribute to your success as an integral management team member.

Regards,

***J. Q. Smith***