

Diane L. Smith

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Mr. Jeff Sims
Marketing Director
XYZ Company
5100 Forbes Avenue
Pittsburgh, PA 15213

Dear Mr. Sims:

I greatly appreciate the opportunity to have interviewed for the Marketing Manager position with XYZ Company. The office tour reaffirmed my belief that your organization is a community of collaborative individuals, and I look forward to working within an environment where the exchange of ideas is highly valued.

As we discussed, I had the privilege of interviewing, hiring, and training 30 employees during my time at ABC Corporation. I have enclosed a copy of the associated training manual for your reference and consideration. The opportunity to implement a similar process for your organization would be a terrific opportunity.

Should you have any questions, please do not hesitate to contact me. I look forward to hearing from you about any next steps in the interview process.

Sincerely,

Diane L. Smith

-Thank You Letter Sample-