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## After the Interview - Follow-up Letter Example

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Sue Ocean  
12 Ocean View  
Souris, PE C0A 2B0  
(902) 111-1111

Date

Mr. M. Smith  
ABC Inc.  
Suite 300-190 Smith Street  
Charlottetown  
PE C1E-1X2

Dear Mr. Smith,

Our interview on Friday about the opening for a *District Sales Manager* with ABC Inc. was a pleasure. I appreciate yourself and Steven giving me the time for an interview. The meeting secured my opinion that ABC Inc. is vibrant, aggressive and on the move; a company I would like to be associated with.

I believe that my background in sales, merchandizing and promotions would enable me to successfully perform within your company guidelines, and help your team meet the targets you outlined for the coming year.

I have no hesitation spending as much time as needed travelling throughout Atlantic Canada to secure new markets. I look forward to speaking with you again soon.

Sincerely,

Sue Ocean

