

Sample Thank You Letter #1

January 1, 2006

Mr. Dominic Smith
Vice President Sales
Company Name
2222 Colorado Street, Suite 400
San Diego, CA 92121-9653

Dear Dominic,

Thanks for getting back to me with a timeframe as to when things will fall into place on your end.

As I am further studying the job description for the position, I have grown more confident I can optimize DAKS's accounts with strong relationships between Inside Sales and the clients. I'm ready to hit the ground running by building effective working relations with Matt, Craig and the rest of the DAKS sales team.

As I mentioned in our interview, I have valuable Internet advertising and marketing experience, specifically in the Search Engine sector. I believe I can make a significant contribution as an Account Manager Team member, and I am extremely excited to build and maintain your client base.

As an Account Manager with XZY Media I have been providing end-to-end service for costumers, campaigns and sales reps. I have a complete understanding of industry problems which arise for both clients and sales reps, and have experience managing expectations on both sides. I feel it is extremely important to maintain close communications and relationships between all parties, and I possess the skills to do so.

I thank you again for considering me for this position with DAKS. I look forward to the possibility of working with you and will call you by end of workday Friday if I don't hear from you first.

Sincerely,
Jon Doe
619-555-9856