

[Street Address]
[City] , [State] [Zip Code]
[Date]

[Recipient's Name] ,[Title]
[Department]
[Company]
[Company's Street Address]
[City] , [State]

Dear [Recipient's Name] :

Thank you for the opportunity to interview yesterday for the Sales Trainee position. I enjoyed meeting and learning more about Davis Enterprises. You have a fine staff and a sophisticated approach to marketing.

Your organization appears to be growing in a direction which parallels my interests and career goals. The interview with you and your staff confirmed my initial positive impressions of Davis Enterprises, and I want to reiterate my strong interest in working for you. My prior experience in operating office equipment plus my training in communication would enable me to progress steadily through your training program and become a productive member of your sales team.

Again, thank you for your consideration. If you need any additional information from me, please feel free to call.

Yours truly,

[Your name]