

Tom Smith

Company name
123 Any Street
You City, CA 90210

RE: Sales Consultant position

Mr. Smith.

It was a pleasure meeting with you. Thank you granting me so much of your time for the interview. I'm sure you must have a very busy schedule. The Sales Consulting position sounds exciting and would be a perfect match to my previous experience.

As mentioned during the interview, I have an established background in Sales and Project Management. I also have experience in negotiating with vendors which may be useful in your upcoming contract bids.

Thank you again for the opportunity to meet with you. I look forward to your decision. Please feel free to contact me should you have any further questions or to arrange for a second meeting.

I can be reached at (949) 555-1234 or by email at, jblow@email.com.

Sincerely,
Joe Blow