

how **2** sample: Post-Interview Thank You Letter

PAT A. SMYTHE

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September 19, 20XX

Mr. Peter Jones
General Manager
Neapolitan Marine, Inc.
Naples, FL 33979

Dear Mr. Jones:

I would like to thank you for the opportunity to interview for the Marketing Director position at Neapolitan Marine. During the interview, you stressed that having a strong marketing program was critical to achieving your goal of becoming the largest marine products supplier in Southwest Florida. With my previous marketing experience and connections in the local boating industry, I believe I can help you achieve your goal.

I am very interested in joining your leadership team and contributing to the continued success of Neapolitan Marine. I look forward to hearing from you and appreciate your consideration of my candidacy for this position.

Sincerely,

Pat Smythe

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