

Follow-Up Letter

2625 Greenfield Avenue  
El Paso, Texas 79910

May 14, 200X

Steven R. Cummings  
National Sales Manager  
Prizm Pharmaceuticals Corporation  
1050 Industrial Parkway  
Jacksonville, Florida 32201

Re: Interview for the Position of Sales Representative,  
Southwest Territory, on May 9, 200X

Dear Mr. Cummings:

Thank you for your courtesy during our meeting on Tuesday. The continued success of Prizm Pharmaceuticals offers just the kind of career challenge I have been seeking.

In my former positions as both a product detailer and a sales representative for a hospital products company, I dealt extensively with the two types of clients I will encounter in the Prizm position: physicians and hospital purchasing agents. Further, my undergraduate degree in biology combined with Prizm's training program will give me the background I need to knowledgeably discuss its products and their effectiveness. I am a "quick study," as my college and work record have shown.

I am able to travel and devote the time necessary to build this new territory for Prizm. As a lifelong resident of the Southwest, I am familiar with the territory and characteristics of the people.

I have what it takes to be a top member of your team, and I would like to work with you to achieve your sales objectives. I look forward to hearing from you next week.

Best regards,

*Lindsey N. Crawford* –(Don't forget to sign your letter)

Lindsey N. Crawford

From The Perfect Follow-Up method to Get the Job by  
Jeffrey G. Allen, JD, CPC.

**Maxwell Hong**  
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September 7, 200X

Mr. Brent C. Nababy, Vice President  
21st Century Developments  
5555 Hassau Broadway  
Toronto, Canada 44568

Dear Mr. Nababy:

Thank you for the opportunity to interview for a sub-contractor coordinator position. I was impressed with the warmth and efficiency of your offices and your genuine interest in acquainting me with your staff and company goals.

During our discussion, I told you about my background in sub-contractor coordinating. Although our conversation focused on hiring policies, top contacts, and scheduling strategies, I wanted to underscore our mutual priorities. The latest issue of *Building Issues* brings to my attention a priority we share: "Beating the competition" quality by miles.

I have always strived to reach high quality results by using the most appropriate materials and by studying the quality of materials used by other companies. Among my favorite suppliers, you may recognize the following names: Namath Re-bar, Drywall By-the-Mile, and Lionel Fixtures.

Such high standards have been so central in my work that I feel compelled to join such a demanding company as yours. Thanks again for the interview. I look forward to contacting you next week to check on the progress of your search.

Sincerely,

**Max Hong** –(Don't forget to sign your letter)

Max Hong

From Cover Letters for Dummies by Joyce Lain Kennedy.

Follow-Up Letter

**JAMES SHARPE**  
18 Centra Park Street, Anytown, NY 12096  
(516) 555-1212

(Date)

Phillip \_\_\_\_\_  
(Title)  
ABC Corporation  
1 Industry Plaza  
Anytown, NY 12096

Dear Mr. \_\_\_\_\_:

I would like to take this opportunity to thank you for the interview Wednesday morning at \_\_\_\_\_ and to confirm my strong interest in an entry-level position with your company.

As we discussed, I feel that my education and background have provided me with an understanding of business operations which will prove to be an asset to your company. Additionally, I have always been considered a hard worker and a dependable employee. I am confident that I can make a valuable contribution to your Group Pension Fund area.

I look forward to meeting with you again in the near future to further discuss your needs.

Sincere regards,

*James Sharpe* –(Don't forget to sign your letter)

James Sharpe

From Cover Letters That Knock 'Em Dead by Martin Yate