

(inside of card)

July 26, 2007

Dear Mr. Kelly,

Thank you for allowing me the opportunity to interview with you today regarding the position of Director of Sales and Marketing for ABC Company. It was a great pleasure meeting you in person and learning about ABC Company's valuable contributions to the Cogs and Sprockets Industry.

I was most impressed by ABC's innovative approach to design and function, as well as its dedication to superior customer services. It is for a company of ABC's caliber that I hope to apply my skills and talents.

I believe my experience and success in the development of strategic sales and marketing plans will go a long way in helping ABC achieve its growth and profit goals, particularly in its aim to penetrate new and competitive markets. I look forward to the opportunity of putting these plans and actions in place.

If I may provide you with any further information in your consideration of me as a candidate, please know that I will gladly make this information available to you.

Once again, thank you for your time and kind consideration. I thoroughly enjoyed meeting you, and I look forward to hearing from you soon.

Sincerely,

*Jane Doe
(123) 456-8907
JaneDoe@email.com*