

FOLLOW-UP EMAIL

Dear Sara,

It was a pleasure meeting with you yesterday to discuss the opportunity with Finstar in the Ohio market. I appreciate your honesty when describing the challenges that exist in today's volatile market, while also pointing out that Finstar is positioned to emerge ahead of the competition. It's obvious that you believe in Finstar and are confident in their long-term success.

Thank you for sharing your story of how you joined Finstar. I was extremely impressed with your commitment to the client first, which is a core value we both share. If I were given the opportunity to represent Finstar in Ohio you would not be disappointed with my commitment to the client, my passion for the business, and my drive for excellence.

Thanks again for taking the time to meet with me. I look forward to hearing from the Finstar Team soon. If you have any additional questions, please feel free to contact me.

Kind regards,
Jennifer Devere
555.555.555

FOLLOW-UP EMAIL

Dear Jim,

Thanks for taking the time to talk to me today regarding the opportunity with Steelcase in the Springfield market. I appreciate your honesty in describing the corporate culture as well as what it takes to be successful within the organization. You described Steelcase as a company that not only takes the leadership role, but does it with integrity. This is important to me because excellence with integrity is a core value we both share.

I have a proven track record in distributor management, product development, and strategic selling in both the retail and business to business markets. In addition to the business skill sets, I also have a passion and commitment for what I do every day, which is providing solutions to our customers. If given the opportunity, I will bring this same enthusiasm and intensity to drive business in the Columbus market with the Steelcase team.

I look forward to hearing from you soon regarding taking the next step in the process. If you have any additional questions, please feel free to contact me directly.

Kind regards,
Janet Jensen
(847) 555-1212 m

FOLLOW-UP EMAIL

Dear Tim,

I enjoyed speaking with you today. Thank you for the opportunity to talk in more detail about the TracFone organization and about the role and responsibility of the Sale Manager.

I also appreciate the valuable insights you shared with me while reviewing the product line and your vision of the market. I'm truly excited about the possibility of being part of your team and the key role that the Account Executive will have in its execution and success. I have a diverse background and have been consistently successful in sales during my years in the CPG industry. My ability to adapt and strong work ethic will allow me to hit the ground running.

Tim, thanks again for your consideration. I am very excited about pursuing the next steps in the interview process with TracFone. If you need any additional information, please free to reach me in on my cell phone or e-mail.

Regards,
Jose L. Limbo
(555) 222-3333
jlimbo@gmail.com

FOLLOW-UP EMAIL
Bulleted Format

Dear Tammy,

Thank you for taking the time out of your busy schedule today to talk to me about the Account Executive – e-Business position with Teyer Corporation. I appreciate your time and consideration for this important role.

After speaking with you, I believe that I would be a perfect candidate for this position. As the Account Executive – e-Business with Teyer Corporation, I would bring a focus on quality and goal/profit driven sales experience. Some of the skills that would enable me to contribute positively to achievement of the company goals include:

- *Over 15 successful years professional sales experience in consumer products*
- *Knowledge of the Cookware and Housewares industry*
- *Proven ability to plan, analyze and forecast to maximize profits*
- *Skilled in building partnerships with buyers and management to become their trusted advisor*
- *Comprehensive working knowledge of the e-Commerce channel of distribution*
- *A reputation as a self-directed time manager who uses his initiative to get the job done in a fast paced work environment*

I look forward to hearing from you in the near future to discuss the next step in the employment process with Teyer Corporation. If you have any further questions, please feel free to contact me at your convenience.

Thank you again for your time and consideration.

Sincerely,
Sam Thompson
(211) 555-3995 Home Office
(332) 777-6666 Cell

FOLLOW-UP LETTER
Formal Format with Bullets

FIRST & LAST NAME

Street

City, State, Zip

Phone Numbers

Personal Email (*never use your work email*)

170 Roanoke Street
Blacksburg, VA 24060
(540) 555-6241
JRichardson@vt.edu

March 3, 201Y

Ms. Patricia Smith
Personnel Manager
Sheldon E-Solutions
1212 Lark Lane
Richmond, VA 23230

Dear Patricia,

I enjoyed our phone conversation today and learning about more about the open National Sales Manager position with Sheldon E-Solutions. It was exciting to hear about the company's strong performance over the past two years and the new category changing items to be introduced in the future. I believe that my sales experience, especially my background with the hardware channel of distribution, makes me an ideal candidate for this position.

- Strong working knowledge of the hardware distribution business with relationships with many customers including Mid-States (Headquarters and Retailers), Menards, Mills, True Value, Northern Tool, United Hardware, Blain's and Ace.
- I understand the role "Reps" play in the retail distribution world. Successfully managed both large and small independent rep organizations that created winning programs.
- I excel in fast-paced environments and building trusted relationships with customers and Reps that create positive results.

Patricia, I look forward to resuming our conversation and meeting with you in the near future regarding the next steps for the National Sales Manager position.

Sincerely,

Jan Richardson