

Sample Thank You Note

Rocky D. Bull
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March 23, 2010

Recruiter X
ABC Company
111 Company Lane
Tampa, Florida 33620

Dear Ms. X:

Thank you for taking the time to discuss the insurance broker position at ABC Company with me. I really appreciate the time you took to acquaint me with the company. After meeting you and observing your business operations, I am convinced that my background and skills align well with this position and the organization.

Given the countless demands on your time, I am sure you are seeking people who can be trusted to carry out their responsibilities with minimal supervision. In addition to my qualifications and experience, I will bring excellent work habits and judgment to this position.

Again, thank you for your time and consideration. Based on our conversations, it is easy to see why ABC Company retains its employees for so long. I feel I could learn a great deal from you and would certainly enjoy working with you.

I look forward to hearing from you concerning your hiring decision.

Sincerely,

Rocky D. Bull

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