

## 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 your 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*

Pat Smythe