

Didn't Get the Job, Thank You Letter

Example

(Date)

Mr. Kevin Swain
President
Swain Associates
3092 Monte Villa Drive
Tech City, NC 58889

Dear Kevin;

Congratulations on filling your sales position. With so many qualified applicants out there, I am sure it was a difficult decision. I really appreciated the time you took to talk with me, not only about the position but about your company. I have to admit, after much research, I was extremely impressed with Green Heck products and solutions. As you pioneer product solutions in uncharted markets, continue to expand and grow please keep me in mind. I believe I would be an asset to your organization in the future.

- With 20+ years in manufacturing, leadership and technical ability I understand the importance to bridge new product design for manufacturability, process development, transition to production, and process control in organizations.
- I believe my demonstrated ability to balance the high urgency required for the manufacturing team to keep quality products rolling under the pressures of rapid growth as well as the ability to organize technical groups to analyze and solve multiple problems would be an asset to you as you continue to grow.

Thank you again for taking the time to meet with me. Please let me know if there is anything I can do for you in the future. I would love to contribute and be a part of such a solid, growing organization.

Then you can add:

P.S. I have attached my resume for future reference.

Best regards,

Joe Smith