Dear Mr. Doe:

I would like to follow up and express my appreciation for taking the time to interview me on January 10th. I found our meeting very informative, and having gained a solid understanding of your company goals as well as expectations for the position of Sales Director, I am quite confident in my ability to make an immediate impact on your nationwide business growth.

As discussed, with a track record of multi-million dollar sales development and management over the span of my 15-year career, as well as a track record of success in expanding revenue streams, opening new markets and building/leading top-performing sales teams, I believe my qualifications uniquely meet and support your objectives. Combine this with my strategic thinking and decisive leadership skills, and I should be a perfect fit for your company.

I welcome any additional questions you might have and of course am available for a second interview, and would be happy to further discuss how my qualifications match your needs. Again, thank you for the enlightening interview. I look forward to your response and am eager to contribute to your success as an integral management team member.

Regards,

J. Q. Smith