



To: mkline@ffa.org

From: Sample D @ffa.online

Subject: Thank you for meeting with me, Mr. Kline

Dear Mr. Kline:

Thank you so much for taking the time to meet with me regarding the Sales Intern position at Your Hardware. After meeting with your team, I am even more confident that my skills and experience will prove to be a valuable asset to the company.

As we talked about in my interview, I both possess and value strong leadership and communication skills which are essential to the success of any team. I know as a Sales Intern I will be able to bring these qualities to the workplace and utilize them on a daily basis. In addition to this, the time management skills I have gained through my past experiences will be an additional asset to the company. As we discussed, I was able to stay on top of my busy schedule, which I will continue to do as your employee.

Thank you again for taking the time to meet with me. I look forward to hearing back from you in the next steps of the interview process. Please feel free to contact me with any questions or concerns you may have. You can reach me at (xxx) xxx-xxxx or at myemail@gmail.com. Thank you again, Mr Kline.

Sincerely,

Sample D

Street

City ST, xxxxx

(xxx) xxx-xxxx

myemail@gmail.com