**Sample Thank You Letter**

Dudley Scruffy  
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Brookvale, Sydney

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28th June 2020

Mrs. Julie Lawther  
General Manager  
Optimal Recruitment  
477 Pittwater Road  
Brookvale, Sydney, 2099

Dear Julie,

I would like to Thank You for taking the time to interview me today for the Recruitment Consultant position that has opened with Optimal Recruitment. It was great to meet you and the team, and I truly enjoyed learning about your business and touring your office.

I was impressed by the opportunity your next Senior Recruitment Consultant will have to build strong relationships with clients and candidates. As we discussed, my experience includes managing talent pools, candidate management, sourcing new business and running a high-volume temp desk.

My successes include being the top billing recruitment consultant in 2019, 2018 and 2017. I exceeded my targets in 2019 and as a result was eligible for the company trip to (Las Vegas). I also successfully managed 165+ contractors.

Please know that, although I have been on paternity leave for the past 6 months, I am eager to return to a dynamic, full-time position. I am energized and inspired after being the ‘stay at home parent’ and I would find it most rewarding to join the team and best of all work locally.

If I can provide any additional information to help you with your decision-making process, please let me know. I look forward to hearing from you soon!

Sincerely,

Signature

Dudley