

Thank You Letter
Toronto, ON A1A 1A1
416-000-0000
thankyou@letter.com
www.linkedin.com/in/thankyou

April 1, 2018

John Smith
Hiring Manger
Research Company
123 Anywhere Blvd
Toronto, ON M8V 1A2

Dear John Smith,

Thank you for taking the time yesterday to interview me for the part-time role within marketing intelligence at your company. After reviewing your comments about the job requirements and prospects, I am convinced that I can make an immediate contribution to your team. Since you will reach a decision quickly, I would like to highlight the following points that confirm my qualifications for the position:

- 5+ years of experience in researching key competitor data in a marketplace through multiple methods
- Collaborative tendencies with clients in presenting research results to determine future business efforts
- Ability to synthesize data and publish research findings

I am looking forward to further connecting with you in the near future. Please be assured that I am prepared to start immediately.

Best,

Research Analyst