Ms. Deborah Rodriguez  
Sales Manager, Southwest Region  
ABC Company  
44 W. Jacoby St.  
Denver, CO 55555  
  
April 2, 2017  
  
Dear Ms. Rodriguez:  
  
We met in March when I was one of five finalists interviewing for your regional sales representative opening. Although I was not selected for the position, my interest in joining your team has remained strong. I would like to touch base with you to see if you plan on expanding your sales force in the near future.  
  
As you may remember, my background includes five years of sales experience, a consistent track record of exceeding quotas and a bachelor's degree in communications.  
  
Since our meeting, I have completed Miller Heiman's Strategic Account Management training program, and I have become self-taught in ACT! contact management software.  
  
While things continue to go well for me at XYZ Company (last month I was inducted into the President's Club), I am highly motivated to transition into medical sales. Given the opportunity, I am confident in my ability to deliver the kind of aggressive account growth you outlined as a priority during our interview.  
  
I have recently updated my resume, and I am enclosing it so that you will have the most current version. I welcome the chance to speak with you again about future opportunities. Feel free to call me at (555) 123-4567 or email me at jameswyeth@somedomain.com.  
  
Thank you for your time.  
  
Sincerely,  
  
  
  
James Wyeth