Name  
Phone  
E-Mail  
Address  
City, State, Zip Code  
  
Dear Mr. Sandoval;  
  
Thank you for speaking with me yesterday. I thoroughly enjoyed hearing about your business goals and wanted you to know I share your vision. I know too that you and I, working together and using our combined talents to lead will empower others to achieve their fullest potential. Our joint efforts can only be a win-win situation for Ajax LLC, as well as you and I!  
  
Talking with you was such an exciting venture I failed to mention one point when we spoke on the telephone. Not only do I have fifteen years experience as a Regional Sales Trainer with my current employer, I also developed and implemented the module for our new-hire program now used in training all our field sales personnel.   
  
It has been my life-long dream to combine my numerous years of education in sales coupled with my experience in management to obtain a position where I could utilize these skills together.  
  
In closing, I sincerely value the time you took with me on the telephone today and, at your suggestion, I will call you in two weeks once your applicant review is completed. Please do not hesitate to contact me if you need additional information.  
  
Sincerely,  
Your Signature