

Responding to Rejection- Thank You Letter

1947 Grace Avenue
Springfield, MA 01281
September 14, 2003

Sharon T. Avery
Vice President for Sales
Bentley Enterprises
529 Sheridan Road
Washington, DC 20011

Dear Ms. Avery:

Thank you for giving me the opportunity to interview for the Customer Services Representative position. I appreciate your consideration and interest in me. I learned a great deal from our meetings.

Although I am disappointed in not being selected for your current vacancy, I want you to know that I appreciated the courtesy and professionalism shown to me during the entire selection process. I enjoyed meeting you, John Roberts, and the other members of your sales staff. My meetings confirmed that Bentley Enterprises would be an exciting place to work and build a career.

I want to reiterate my strong interest in working for you. Please keep me in mind should another position become available in the near future.

Again, thank you for the opportunity to interview. Best wishes to you and your staff.

Yours truly,

Gail S. Topper

From: [High Impact Resumes and Letters](#) by Ronald L. Krannich and William J. Bannis, Impact Publications, Manassas Park, VA 1995