

SAMPLE THANK YOU LETTER

Hi Anne,

I'm writing to say thank you again for meeting with me to discuss the project manager opening on your team.

It was great meeting you and after hearing more about your plans to launch 3 new capital projects this year, I continue to believe that in order to accomplish all 3 within your 12-month timeline you'll need someone who has experience proactively anticipating bottlenecks in the CPG space and leveraging resources appropriately to deliver them on time and within budget - if not under budget.

To reiterate from the interview, when I was at Johnson & Johnson, I was able to use those skill sets to deliver 4 capital projects with cumulative budgets of \$58M on time and within budget and I very much look forward to bringing those skills to your team.

I'm sure you have quite a bit on your plate right now running the department and trying to fill this opening, but I sincerely hope to hear from you soon, and regardless of your decision, hope to stay in touch over the long term. I was very impressed with what you have built at Optim Consumer Goods.

Sincerely,
Cole Sperry

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