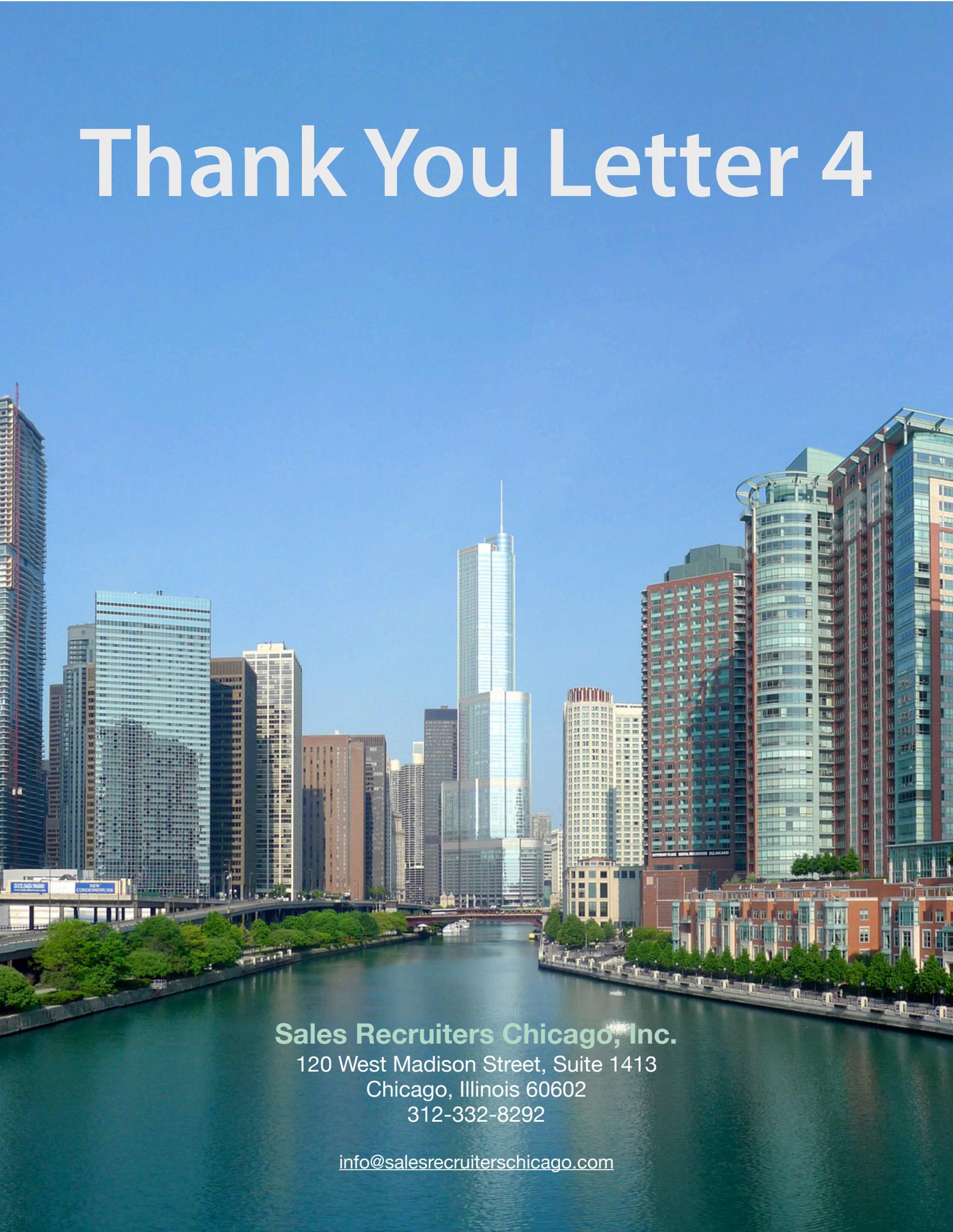


# Thank You Letter 4

A panoramic view of the Chicago skyline, featuring several prominent skyscrapers and modern high-rise buildings. The Chicago River flows through the foreground, reflecting the clear blue sky. The buildings are a mix of glass and steel, with some having unique architectural details like curved facades and spires. The overall scene is bright and clear, suggesting a sunny day.

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# Sample Thank You Letter 4

Contact Name  
Contact Title  
Company Name  
Company Address

Dear [Contact Name]

I wanted to take a minute to thank you for taking time out of a very busy schedule to talk with me last week and yesterday.

After talking to you, my confidence in making the switch to the recruiting industry has been reaffirmed. I know that the skills and expertise gained from the many years in the computer support/repair, sales and service industry are very transferable. Understand that the coping with the rejection at times, dogged determination/follow-up to get the sale, relationship building, professionalism, maturity, competitiveness, hard work ethic, entrepreneurial spirit, communication skills, understanding customer goals/objectives, and the follow through to maintain good customer service are skills I will bring with me to your industry. Also, possibly the one area we didn't talk about is my "experience on the other side of the table," that is, at [Company Name]; 65-70 of the total headcount of 160 people I manage were temps. At the three jobs that followed, I also managed people that I hired as "temps to perms." During the ramp from 5 to 450 employees at the [Company Name], I had a temp agency that had an office at the facility where I manage and worked very closely with their two recruiters. What I am saying is that I've never worked as a recruiter before, but I not only have very transferable skills, but I know what it is to be a recruiter and possibly more importantly, I understand extremely well what the customer needs/expects when he employs a recruiter to supply his labor requirements.

I look forward to hearing from you on Friday for further discussions, and as I know how busy you are, I will follow up with a call if you do not call by 3:00 PM.

Thanks,

[Your Name]