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Mr. Theodore Rand
President
ABC Plastics
52 Industrial Circle
Atlanta, GA 30328

Dear Mr. Rand:

I appreciate you taking the time to see me on Monday to discuss if ABC Plastics and I would be a good match. I was impressed with your openness, friendly manner and your interest in ensuring I met several other employees and toured the facilities. The more we can learn about each other, the better decision we will collectively make on the possibility of a long-term professional relationship.

I feel strongly that I have the financial skills, work ethic and intelligence that characterize ABC Plastics employees. I think my financial background and previous experience give me a strong foundation to begin contributing immediately to help the company reach its goals. I enjoyed the challenge of such a candid discussion and welcomed the chance to share my skills, abilities and interests with you and members of your team. I believe ABC Plastics is the right place for me at this point in my career.

Based on our conversation, I look forward to hearing from you within one week about the possibility of an additional interview. If I have not heard from you by that time, I will be in touch to explore where we need to go from here.

Sincerely yours,

(Your handwritten signature)

Jana S. Carmichael