

THANK YOU LETTER AFTER AN INTERVIEW

201 West Fifth Street
Dayton, Ohio 45402
February 24, 2001

Miss Selma Johnson
Supervisor, Data Processing
L.M. Barris Co.
45 Central Avenue
Fairborn, Ohio 45308

Dear Miss Johnson:

I appreciate you taking the time to talk with me last Tuesday about the keypunch opening in your department at the Barris Company. It is exactly the kind of position I am seeking.

Your company is doing some very exciting research in the health field and I would like to be a part of the whole process. I feel my past experience in the inventory control department of Mason General Hospital and my knowledge of their computer systems would be helpful in your job.

As we agreed, I will call you next Friday morning for your decision. I enjoyed visiting with you and certainly hope to be employed by your company.

Sincerely,

Cynthia Goodall