

January 22, 2003

Ms. Jane Smith
Human Resources Manager
ABC Company
123 Main Street
San Bernardino, CA 92407

Dear Ms. Smith,

Thank you for taking the time to interview me on January 20, 2003. I enjoyed talking with you and learning more about the Junior Accountant position at your company.

As you may recall from our interview, I have had experience as an intern with XYZ Corporation. I have also taken advanced accounting classes at California State University, San Bernardino. I greatly enjoy this career field and wish to apply my interest and knowledge to ABC Company.

Again, thank you for the opportunity to interview with you. I look forward to speaking with you again soon. If you need any additional information, please contact me at (909) 880-5000.

Sincerely,

Joe Carter

Joe Carter
543 Old Street
San Bernardino, CA 92407