

April 7, 20--

Ms. Kay Brewer, Personnel Director  
Blanchard Computer Systems  
2189 Dace Avenue  
Sioux City, IA 51107

Dear Ms. Brewer:

Thank you for the opportunity of interviewing yesterday with Blanchard Computer Systems. Please express my appreciation to all of those who were involved.

The interview gave me a good feeling about the company. The positive description that you shared with me convinced me that Blanchard is indeed a company at which I would like to work. I was greatly impressed with the summary of social service programs that are sponsored by Blanchard for citizens throughout the community.

You may recall that I have had experience with all of the equipment that is used. It appears to me that my strengths in computer application software and office systems would blend in well with your company profile.

I look forward to hearing from you soon regarding your decision on the position of data records operator.

Sincerely,

Arlene F. Jefferson  
1842 Amber Road  
Wayne, NE 68787