

August 7, 20—

Mr. William E. Takashi
Personnel Director
Hawkeye Computers, Inc.
5604 Melrose Avenue
Sioux City, IA 51105

Dear Mr. Takashi:

Thank you for the opportunity of interviewing August 5 with Hawkeye Computers. 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 Hawkeye Computers 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 Hawkeye Computers 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 technology support assistant.

Yours truly,

Arlene F. Jefferson
1842 Amber Road
Wayne, NE 68787