

Evan E. Citadel

MSC 0000, The Citadel
Charleston, SC 29409
843.953.0000

123 Main Street
City, SC 29000
012.345.6789

E-Mail: Name@citadel.edu

February 28, 1999

Ms. Susan Smith
Director of Human Resources
Anywhere County Schools
75 Somewhere Street
Anywhere, US 54321

Dear Ms. Smith,

I would like to thank you very much for interviewing me yesterday for the French teaching position. I enjoyed meeting with you and learning more about the Anywhere County School District.

My enthusiasm for the position and my interest in working with West Middle School were strengthened as a result of our meeting. I believe that my education and personal experiences will allow me to make a significant contribution to the students and the school.

I want to reiterate my interest in the available position. Please feel free to call me at 953.0000 if I can provide you with any additional information. Again, thank you for the interview and your consideration.

Sincerely,

Evan E. Citadel