

LETTER EXAMPLE 4 - AFTER INTERVIEW

100 Centenary Road
Legionnaire Avenue
CHESTER C11 1XX
30th January 1995

Mr James Dodds
Barclay Concrete Limited
12 Balby Road
DORCHESTER
D12 6AR

Dear Mr. Dodds

Thank you for the friendly reception and courtesy extended to me when I attended an interview for the position of alcoholic beverage tester at on 28th January.

I am delighted at having been able to compete for the position and eagerly await the decision.

A couple of points have since come to mind that I feel I did not make as clear as perhaps I should have done.

- 1) For a period of four years I did similar work at the Eastern Tea company and was with them until the time they closed down their United Kingdom operations and moved production to Korea.
- 2) For a period of four years I was a student at Amsterdam University and supplemented my income by working in bars and hotels. This gave me an insight into the workings of the industry, its size and complexity. I well recall recognising how the industry appeared to present excellent and progressive career opportunities.

It is for these reasons, plus those we discussed that I believe I am a most suitable candidate for the post and I would like to take this opportunity to confirm that, should the position be offered to me, I would accept without hesitation.

Yours sincerely

Jo B. Hunter