

THINGS TO DO WHEN THE INTERVIEW IS OVER

17 Elm Place
Paramus, NJ 07652
March 10, 1998

Mr. John Warren, Account Supervisor
Kinetechnics, Inc.
678 Third Avenue
New York, NY 10022

Dear Mr. Warren:

I would like to thank you for meeting with me to discuss the position of Assistant Account Executive. Based on our discussion and on what I've learned about your company, I feel that it's a job I want very much and one I could do well.

As I understand it, you want someone who can become part of a team, learn quickly, handle several assignments at the same time, and work well with clients. I think the things I've done—operating the Used Book Exchange with a small number of co-workers, taking 20 hours of coursework in each of several semesters, and taking courses in which I had to learn quickly or fall behind—indicate that I'm well prepared for the job. Moreover, it's a job that I feel will challenge me, provide me with opportunities to contribute and grow, and enable me to work with people who are talented and who care about the work they do.

I look forward to hearing from you.

Sincerely,

Linda James