

*Follow-up Letter (after a face-to-face meeting)*

*Jane Swift*

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18 Central Park Street, Anytown, NY 14788 ▪ (516) 555-1212

(Date)

Emily Rogers  
Information Systems Manager  
ABC Corporation  
1 Industry Plaza  
Anytown, NY 12096

Dear Ms. Rogers:

It was most pleasant to meet with you this past Wednesday. In addition to experiencing a very enjoyable and informative interview, I came away very enthusiastic about the position you are seeking to fill. After meeting Susan, I can certainly understand that her leaving will create a void in your office setting. She exudes a rare charm and I am humbled to be considered a viable candidate to replace her.

The tour was especially great. I do appreciate your having extended that added favor to the interview. I am, of course, looking forward to hearing from you in a positive way. Being part of your office and the management team is, indeed, an enticing prospect. Please be assured that I am ready for any “start date” you select.

Very sincerely,

Jane Swift

JS

**R·I·T**

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