

123 My Home Drive
Anywhere, TX 54321
April 14, 2003

Mr. Mark Jones
Director of Human Resources
Start Up, Co.
123 Mail Street
Anywhere, TX 12345

Dear Mr. Jones:

Thank you for taking the time to discuss the position of Purchasing Manager with me yesterday. It was a pleasure meeting you and learning more about Start Up, Co.

During our meeting, you mentioned that you would be shopping around for a new computerized materials management system soon. During my years at Consolidated, Inc., I reviewed and worked with a number of these systems and I have a few thoughts about which ones might work best for you. I'd be happy to share my thoughts with you at any time.

Again, thank you for your consideration. I look forward to hearing from you and the possibilities of joining your staff.

Sincerely,

Willing Applicant

Willing Applicant