

Interview Thank You/Withdrawal from Consideration - The candidate sends a thank you letter within three working days of the interview. Since the position is not what she wanted, she politely requests to be withdrawn from consideration.

89 Arthur's Blvd.
Poughkeepsie, NY 12602
March 18, 2004

Edward Anderson
Director of Human Resources
Extron Corporation
118 Courtyard Plaza
Arlington, VA 08954

Dear Mr. Anderson:

Thank you very much for the interview for the Sales Representative position at Extron Corporation. Your firm is certainly a leader in its field and an organization that highly values its employees.

Although I appreciated the time spent with me, I feel I must withdraw my name from consideration for this position. I have considered the sales position very carefully and evaluated the information I gathered during the interview. At this time, a position such as this would not be the best career move for me.

I do think very highly of Extron Corporation. Perhaps at some point in the future there may be a position that would better serve both my needs and your firm. I would be happy to apply again at that time.

Thank you for your time, courtesy, and consideration.

Sincerely,

Carolyn Vandergeld