

Interview Confirmation - *The candidate shows good manners by confirming the date and time of the interview. She also lets the employer know that she thinks ahead by suggesting additional materials she can bring to the interview.*

89 Arthur's Blvd.
Poughkeepsie, NY 12602
March 1, 2004

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

Dear Mr. Anderson:

Thank you very much for offering me an opportunity to interview for the Sales Representative position at Extron. This letter is to confirm our meeting time at 9:00 a.m. on Tuesday, March 18, 2004.

As we discussed on the telephone, I will expect to be meeting with you and then with Mr. Marchal and Ms. Hall. I understand that the interview will conclude at 12:00 p.m. I am very excited to have the chance to discuss my qualifications and the needs of your organization. Please contact me if you would like me to bring any additional information, such as references or a transcript, to the interview.

Thank you for your time and consideration. I look forward to meeting you.

Sincerely,

Carolyn Vandergeld