

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 Since the position is not what she wanted, she politely requests to be withdrawn from consideration.*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