

David D. Citadel

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February 14, 2010

Ms. Kimberly Smith
Director, SCT Academy
Systems and Computer Technology Corp.
4 Country View Road
Anywhere, US 12345

Dear Ms. Smith,

Thank you for the opportunity to interview with Systems and Computer Technology Corp. at The Citadel, February 12. I enjoyed the interview and appreciate your assistance.

I have considered the employment opportunities available with SCT and again want to express my interest. I find the opportunity to develop myself through the Academy very appealing. Such an investment in the employee is unparalleled. Current computer skills coupled with an interest in technology and a strong desire to succeed would serve me well at the Academy. Through our conversation and research I believe that my goals and interests are very compatible with those of your company.

At your convenience, I would appreciate an opportunity to continue our discussion. I will contact you within the next two weeks. I look forward to speaking with you soon.

Sincerely,

David D. Citadel