

# Buckeye OnPACE

Dear Ms. Rankin:

Thank you for giving me the opportunity to interview for the Customer Services Representative position at the Fisher Office of Career Management on November 20, 2XXX. I learned a great deal from our meeting, and I appreciate your consideration and interest in me.

Although I am disappointed in not being selected for your current vacancy, I want you to know that I appreciated the courtesy and professionalism extended to me during the entire selection process. I enjoyed meeting you and the other members of the sales staff. My meetings confirmed to me that Bentley Enterprises would be an exciting place to build a career.

Finally, I want to reiterate my strong interest in working at Bentley Enterprises. Please keep me in mind should another position become available in the near future. Again, thank you for the opportunity to interview. Best wishes to you and your staff.

Sincerely,

Christina Rodriguez

Source: Fisher College of Business (e-mail format)

# **Buckeye** **OnPACE**

1234 High Street  
Cleveland, OH 41116

April 22, 20XX

Ms. Gloria L. Perez  
Regional Program Manager  
ABC Children's Publishing Co.  
41 North Avenue  
Cleveland, OH 44115

Dear Ms. Perez:

Although disappointed that I did not get the job as a sales representative with your company, I appreciate the time you spent with me and the consideration given to my qualifications. As indicated during my interview, I believe ABC Children's Publishing is a great company and I wish you continued success in your position.

If a similar position should become available, I would appreciate the chance to compete for it.

Sincerely,

Your Name