

FOLLOW-UP LETTER AFTER AN INTERVIEW

July 17, 2004

Mr. Peter Clark
Office Manager
Bright Communications
31-10 Thomson Avenue
Long Island City, New York 11101

Dear Mr. Clark:

Thank you for the opportunity to interview on Thursday, July 17th, when I applied for the Paralegal position.

As I mentioned to you during my interview, I find the position to be very interesting and challenging. Given my organizational and interpersonal skills, and my internship experience supporting two attorneys, I know I can be an asset to your organization.

I may be reached at (718) 555-9696 if you have any further questions. Once again, thank you for the interview and I look forward to hearing from you soon.

Sincerely,

Melissa Simon