

Frederic Chopin
121 Fugue Street
San Francisco, CA 94143

January 1, 2003

Eve Cassidy
XYZ Inc.
1 Songbird Lane
San Francisco, CA 94111

Dear Ms. Cassidy:

Thank you for taking the time to speak with me today about the Scientist 1 position available at XYZ Inc. I enjoyed meeting you and learning more about XYZ.

I was particularly impressed with XYZ's strong commitment to scientific innovation and employee satisfaction. Your new volunteer program is a creative example of your company's belief that corporations should be vitally connected to their communities. I would welcome the opportunity to be a part of this culture and work at your firm.

I believe that my academic training at UCSF and my experience working in the laboratory of a scientist such as Dr. Gates uniquely qualify me for this position. In addition, my extensive computer and analytical skills will help me add value across laboratory units within the company.

I look forward to hearing from you soon. In the meantime, please call me if I can provide more information or answer any additional questions.

Sincerely,

Frederic Chopin