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February 5, 2011

John Jones  
AVP Admissions  
New York University  
P.O. Box 62  
New York, NY 12215

Dear Mr. Jones,

I am writing to express my sincerest appreciation for your time and to tell you how much I enjoyed discussing the position of admissions supervisor.

I feel enthusiastic and ready to accept the challenge this position presents and recognize how it suits precisely where I am in my development today.

Just to briefly re-cap what I can offer:

- Readiness and enthusiasm to hit the ground running.
- Track record in meeting and exceeding corporate and departmental goals.
- Expertise in managing to ensure efficiencies in office operations.
- Problem-solving strength with ability to make decisions and gain staff support to reach objectives for productivity and service.

I look forward to the opportunity to join your team and to provide any additional information on my background and/or respond to any remaining thoughts on my willingness and ability to take on the challenge and make a major contribution. I will follow up with you later this week. Thanks again!

Sincerely,

Susan Smith