

Campus Box 7427  
Wake Forest University  
Winston-Salem, NC 27109  
(336) 758-4444  
September 27, 2006

Clementine Brady  
Campus Relationship Manager  
XYZ Computer Systems  
116 West Fourth Street  
Boston, MA 30079

Dear Ms. Brady:

It was a pleasure meeting with you on Tuesday, September 26, when you visited the Wake Forest campus. I enjoyed learning more about XYZ Computer Systems and the Customer Support Representative position in particular. I was impressed by XYZ's drive to be the most responsive provider of information processing equipment and services in the industry.

As we discussed, my educational background as a psychology major has given me knowledge and insight into human relations. As the assistant manager at Benson's Bistro, I have honed my interpersonal skills by dealing with customers tactfully and been successful in retaining their business. I am confident that with these skills I could make an immediate contribution to XYZ.

As you requested during my interview, I am enclosing an official copy of my transcript. If you have any additional questions about my background or qualifications, please do not hesitate to call. I would welcome the opportunity to interview at your corporate headquarters. I look forward to hearing from you.

Regards,

*Derek Kim*

Derek Kim

Enclosure