Rodney’s Video

 6907 N. Video Ave., Ste. #103

 Beverly Hills, CA 90210

2/3/2010

John Doe

412 W. Pine St.

Chicago, IL 60046

Dear Mr. Doe:

We appreciate the time you took yesterday to fill out our application for employment. The fact that you were asked to do so is evidence of the good impression you made in our little visit.

Of course, you realize that filling out the blank does not mean for sure that you will be hired, but it does mean that we will give you every possible consideration. Also, if the job does not work out this time, we will stall have a record of your experience and training when something else turns up.

Because of the importance of the position for which you are being considered, and the fact that other applications must be studied along with yours, it will be about two weeks before we can give you a final decision.

Sincerely,

Rodney Larson, CEO

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