

Susan Shane
124 Home Street
Chicago, IL 60600

January 24, 2008

Ms. Ruth Smith
Human Resources Director
Marcus Engineering
987 E. Big Street
New York, NY 10024

Dear Ms. Smith:

Thank you for meeting with me to discuss the HR Recruiter position at Marcus Engineering. I appreciate the time you spent describing the role in detail. I left your office even more enthusiastic about the prospect of joining your team.

You did an exceptional job of emphasizing the importance of the position to the company. You have set challenging goals, to exceed the federal and state government quotas for hiring, and I am convinced I can help you succeed. My strong network of minority professionals has been an effective resource in the past, helping me target “passive job seekers” to significantly expand minority hiring at my current employer. As we discussed, I recently created a Women’s Leadership Program at CDM. Based on the knowledge gained from this experience, I am eager to apply my program **development** skills to design and launch a Diversity Mentoring Program for Marcus.

Thank you for meeting with me and giving me a better understanding of your recruiting priorities. I look forward to a second interview, and, even more, to the possibility of contributing to your recruitment and program goals and to Marcus Engineering.

Sincerely,

Susan Shane