

John Doe  
123 Atlantic Avenue  
Thunder Bay, ON  
P7B 5E6

May 24, 2010

Kirk Brand  
Human Resource Manager  
Thunder Company  
344 Memorial Ave.  
Thunder Bay, ON  
P7A 6X7

Dear Mr. Brand,

I would like to thank you for taking the time to arrange the interview and meet with me. I thoroughly enjoyed learning more about your company and am very impressed with the initiatives demonstrated by your organization to support children with severe disabilities.

I am very interested in the Child Advocate Assistant role within your organization and believe my education and experience would be very beneficial in this role. Upon reflecting on the interview, I want to ensure you that I indeed have extensive experience, not only with individuals with disabilities but also with their families and support systems through my volunteer work with the Thunder Bay Abilities Council.

I look forward to your decision and, even more, to the possibility of contributing as the Child Advocate Assistant. I can be reached in person or on voice mail at any time at 888-8989 or at [john.doe@lakeheadu.ca](mailto:john.doe@lakeheadu.ca).

Sincerely,

*John Doe*

John Doe