

8507 Queens Boulevard
Queens, NY 10000

August 3, 2007

Ms. Marie Jones
Director, Helping Hands Community Center
700 Moore Avenue
New Rochelle, NY 10801

Dear Ms. Jones:

Thank you for taking the time to meet with me this afternoon. It was great to learn more about Helping Hands Community Center's commitment to personal development and ideas for diversity initiatives. The many services provided by the Center are so critical to personal growth. I am very excited about the possibility of obtaining the Community Relations Coordinator position. I am confident that my leadership and volunteer experience would be an asset to the Center.

After meeting with you, I walked away enthusiastic about the possibility of working with Helping Hands. I hope you will not hesitate to contact me if you have any questions or require additional information. I may be reached at 914-555-2222. I look forward to speaking with you again soon.

Thank you for your time and consideration.

Respectfully yours,

Cindy Smith