

67 Main Street  
Wethersfield, Connecticut 06109  
October 5, 2008

Mr. James Russell  
Director of Personnel  
Russell's Bakery & Café  
123 Blueberry Avenue  
Wethersfield, Connecticut 06109

Dear Mr. Russell,

I would like to take this opportunity to sincerely thank you for meeting with me today, October 5<sup>th</sup>, and discussing the available position of host in your establishment. As mentioned during the interview, I feel that I have the qualifications to be successful in this position. I have excellent customer service and communication skills as well as basic business and organization skills.

I am very interested in this position and I hope that your decision is favorable towards me. Thank you again for your time.

Sincerely,

*Michael Thomas Smith*

Michael Thomas Smith