

1205 Center Street
Albany, NY 12003

Date

Mr. Tad Jones
Dept. of Civil Service
State Campus, Bldg. 1 Rm. 13A
Albany, NY 12239

Dear Mr. Jones:

I want to thank you again for giving me the opportunity to interview for the position of Secretary to the Assistant Director of Finance.

During the interview, you asked if overtime during the month of August would be a problem. Again, I wanted to let you know that I am willing to put in the time it takes to get the job done. I also have a variety of computer skills and enjoy putting them to the test.

Please feel free to call me if any additional questions come to mind regarding my qualification. I am confident I can do the job.

Sincerely,

Karen Nelson