

Interview Confirmation - *The candidate shows good manners by confirming the date and time of the interview. She also lets the employer know that she thinks ahead by suggesting additional materials she can bring to the interview.*

89 Arthur's Blvd.
Poughkeepsie, NY 12602
February 16, 2018

Edward Anderson
Director of Human Resources
Extron Corporation
118 Courtyard Plaza
Arlington, VA 08954

Dear Mr. Anderson:

Thank you very much for offering me an opportunity to interview for the Sales Representative position at Extron. This letter is to confirm our meeting time at 9:00 a.m. on Tuesday, February 20, 2018.