

---

# Sample Letter Expressing Interest After Interview

---

FCC Record  
College Essay Essentials  
Quartermaster Professional Bulletin  
Everyday Letters for Busy People  
Knowledge  
Printers' Ink Monthly  
The Professor Is In  
Building and Engineering News  
Business and Academic Letters and Emails  
Agricultural Appropriation Bill for 1940, Hearings  
Before ... 76-1, on H.R. 5269  
Minutes of the Provincial Council of Pennsylvania  
The Accountant  
Proceedings and Addresses  
The New Rules of Work  
Journals of the House of Commons of the  
Dominion of Canada  
Hey AdmissionsMom  
Law for CA-PCC/IPC  
Digest of Decisions of the National Labor  
Relations Board  
Code of Federal Regulations, Title 48, Federal  
Acquisition Regulations System, Chapter 7-14,  
Revised as of October 1, 2011

Power, Greed, and Hubris  
Ask a Manager  
Letter Writing Made Easy!  
Code of Federal Regulations  
Federal Register  
"Clear-cutting" Practices on National Timberlands  
Journals of the House of Commons of Canada  
Involving Parents of Students with Special needs  
Letters for Special Situations  
The American Printer  
A Selection of ... Internal Revenue Service Tax  
Information Publications  
Writing Letters  
Business Letters the Easy Way  
The No-tobacco Educator ...  
Fallout from Nuclear Weapons Tests  
Occupational Outlook Quarterly  
Florida Administrative Weekly  
Cover Letters that Blow Doors Open  
Model Rules of Professional Conduct  
Federal Communications Commission Reports  
Mystery Shopping

*Sample  
Letter  
Expressing  
Interest  
After  
Interview*

*Downloaded  
from  
<ftp.bonide.com>  
by guest*

---

## **PHILLIPS LOGAN**

---

**FCC Record** Letter  
Writing Made Easy!  
From the creator of the

popular website Ask a  
Manager and New  
York's work-advice  
columnist comes a  
witty, practical guide to  
200 difficult  
professional  
conversations—featuri  
ng all-new advice!

There's a reason Alison Green has been called "the Dear Abby of the work world." Ten years as a workplace-advice columnist have taught her that people avoid awkward conversations in the office because they simply don't know what to say.

Thankfully, Green does—and in this incredibly helpful book, she tackles the tough discussions you may need to have during your career. You'll learn what to say when

- coworkers push their work on you—then take credit for it
- you accidentally trash-talk someone in an email then hit "reply all"
- you're being micromanaged—or not being managed at all
- you catch a colleague in a lie
- your boss seems unhappy with your work
- your

cubemate's loud speakerphone is making you homicidal

- you got drunk at the holiday party

Praise for Ask a Manager "A must-read for anyone who works . . . [Alison Green's] advice boils down to the idea that you should be professional (even when others are not) and that communicating in a straightforward manner with candor and kindness will get you far, no matter where you work."—Booklist (starred review) "The author's friendly, warm, no-nonsense writing is a pleasure to read, and her advice can be widely applied to relationships in all areas of readers' lives. Ideal for anyone new to the job market or new to management, or

anyone hoping to improve their work experience.”—Library Journal (starred review)

“I am a huge fan of Alison Green’s Ask a Manager column. This book is even better. It teaches us how to deal with many of the most vexing big and little problems in our workplaces—and to do so with grace, confidence, and a sense of humor.”—Robert Sutton, Stanford professor and author of *The No Asshole Rule* and *The Asshole Survival Guide*

“Ask a Manager is the ultimate playbook for navigating the traditional workforce in a diplomatic but firm way.”—Erin Lowry, author of *Broke Millennial: Stop Scraping By and Get Your Financial Life*

Together

**College Essay Essentials** Red Wheel/Weiser

Communicating thanks, greetings, or news can all be done in a letter. Even though e-mails and text messages tend to be common for everyday communication, letters are a great way to convey the out-of-the-ordinary, such as an announcement or an expression of appreciation. Using the language arts skills included in the Common Core standards, readers learn how to write a letter with proper grammar, appropriate vocabulary, and the correct structure. The many kinds of letter readers may write are introduced too, from complaints to invitations. Helpful fact

boxes offer tips, such as additional salutations and closings.

### **Quartermaster Professional Bulletin**

Simon and Schuster Writing an amazing college admission essay is easier than you think! So you're a high school senior given the task of writing a 650-word personal statement for your college application. Do you tell the story of your life, or a story from your life? Do you choose a single moment? If so, which one? The options seem endless. Lucky for you, they're not. College counselor Ethan Sawyer (aka The College Essay Guy) will show you that there are only four (really, four!) types of college admission essays. And all you have to do to

figure out which type is best for you is answer two simple questions:

1. Have you experienced significant challenges in your life?
2. Do you know what you want to be or do in the future? With these questions providing the building blocks for your essay, Sawyer guides you through the rest of the process, from choosing a structure to revising your essay, and answers the big questions that have probably been keeping you up at night: How do I brag in a way that doesn't sound like bragging? and How do I make my essay, like, deep? Packed with tips, tricks, exercises, and sample essays from real students who got into their dream schools, *College Essay Essentials* is the only college essay guide to

make this complicated process logical, simple, and (dare we say it?) a little bit fun.

**Everyday Letters for Busy People** Barron's Educational Series

A valuable how-to resource for those who seek guidance in composing letters for business and personal reasons. Some of the letters shown are these: letters of complaint, letters of appeal, business marketing letters, press releases, letters appealing a job dismissal, letters appealing a supervisor's rating, letters of application to law school and medical school, cover letters to accompany resumes, follow-up letters after job interviews, collections letters, letters related to consumer credit and

finance, legal letters and notices, letters of apology, letters of appreciation, letters of reference and letters of recommendation, letters of nomination, letters of opposition, letters of reprimand, letters of termination, letters of solicitation, letters of intent, letters to public officials, networking letters, promissory notes, letters requesting a raise, letters requesting a promotion, letters of resignation, and many more letters designed to assist in personal and business matters. In an era when many feel that letter writing is "the lost art," this book can be a valuable tool to help anyone create letters to use in the special situations in life.

*Knowledge PREP*

Publishing  
Special edition of the  
Federal Register,  
containing a  
codification of  
documents of general  
applicability and future  
effect ... with  
ancillaries.

**Printers' Ink Monthly**

Sourcebooks, Inc.  
This reference contains  
hundreds of tips,  
techniques, and  
samples that will help  
readers create the  
perfect letter or e-mail  
no matter what the  
occasion or  
circumstance, or how  
little time they have.

*The Professor Is In*

Ballantine Books  
The Model Rules of  
Professional Conduct  
provides an up-to-date  
resource for  
information on legal  
ethics. Federal, state  
and local courts in all  
jurisdictions look to the  
Rules for guidance in

solving lawyer  
malpractice cases,  
disciplinary actions,  
disqualification issues,  
sanctions questions  
and much more. In this  
volume, black-letter  
Rules of Professional  
Conduct are followed  
by numbered  
Comments that explain  
each Rule's purpose  
and provide  
suggestions for its  
practical application.  
The Rules will help you  
identify proper conduct  
in a variety of given  
situations, review  
those instances where  
discretionary action is  
possible, and define  
the nature of the  
relationship between  
you and your clients,  
colleagues and the  
courts.

**Building and  
Engineering News S.**

Chand Publishing  
Designed as the  
comprehensive guide

to cover letter preparation, the 272-page book shows examples of exciting and door-opening cover letters. The main section of the book shows cover letters by field and industry. For example, job hunters in the accounting field will find examples of cover letters used to blow doors open in the accounting, banking, and financial community. From aviation, to computer operations, to management, to sales, to transportation, cover letters tailored to specific fields are illustrated which can be used as "models" or "templates" for those involved in a job hunt. But what if a job hunter is changing careers or doesn't need a cover letter targeting a specific field or

functional area? There's a section showing examples of all-purpose cover letters, career-change cover letters, cover letters for entrepreneurs, and cover letters for those seeking their first job. For those seeking advice on how to respond to ads, how to handle questions about salary requirements, how to request consideration for multiple job openings in the organization, and how to write letters for special situations, there's a section entitled "Sixteen Commonly Asked Questions About Cover Letters (and Job Hunting)." *Business and Academic Letters and Emails* National Geographic Books  
Get this letter writing



book to master writing seven different types of letters. You can reach diverse goals with letters, so know how to write them effectively! "Business and Academic Letters and Emails. Part II" will teach you how to complete different types of letters, how to write emails, and show how to apply theoretical rules in practice through samples. Find more information on our book below! This Book Is for You If... There is no "if." We are confident this book is for you. There isn't a person on the face of this earth who won't need to write letters. Whether you need to invite someone to a special event, apply for an educational program, or order a product, you can do it

with the help of "Business and Academic Letters and Emails. Part II." Our book will teach you how to write letters for all occasions! It's not just a "letter writing for dummies" book. It will be useful even for experienced writers. Be quick to find more details about the book below. Which Types of Letters Will You Master to Write? "Business and Academic Letters and Emails. Part II" consists of seven chapters. Each chapter contains a guide on how to write letters of a certain type and two samples. After reading this book, you will acquire writing of the following types of letters:1. Inquiry letter2. Invitation letter3. Letter of intent4. Letter of recommendation5.

Letter of resignation  
 Order letter  
 Sales letter  
 If you are interested in writing other types of letters, you can purchase our other book about letters - "Business and Academic Letters and Emails. Part I." From the mentioned letter writing workbook, you will learn how to cope with academic recommendation, acknowledgment, adjustment, application, complaint, cover, and follow-up letters. What Information Is Included in the Guides? We included only essential and interesting information on letter writing in our guides. Each chapter contains a guide of five sections and two samples: Definition and aim of certain type of letter  
 Steps on how to

write certain type of letter  
 The structure of certain type of letter  
 Dos and don'ts  
 Q&A about certain type of letter  
 Sample 1  
 Sample 2  
 Our guides don't contain unimportant information. You should explore the guides thoroughly to master writing letters of each type. This book will help you to improve your email writing skills as well. A note: The guides are completed within the requirements of MLA format. Benefits You Will Get From Our Samples We tried to create clear and concise guides so that everyone can understand and apply our recommendations. However, if something is unclear, you have the opportunity to see how theory works in

practice by reading our samples. Each letter sample presented in the book is completed according to recommendations that we introduced to you through the guides. You are welcome to use all the samples as templates for your letters. Take ideas or expressions that you count as interesting. Also, you can adopt the regularities of signing envelopes from our samples. However, if you are going to send an e-mail, our samples will also be useful. In this case, you simply don't need to pay attention to the envelopes - take into consideration only the text of the letter itself. This book is only one of two of our letter writing books. Getting both "Business and Academic Letters and

Emails. Part II" and "Business and Academic Letters and Emails. Part I" will be the best decision for those who need to use the power of letters to achieve their academic and career aims. Buy both books to be great in writing a variety of different types of letters! Note: Any resemblance to names of people living or dead and places is purely coincidental.

Agricultural  
Appropriation Bill for  
1940, Hearings Before  
... 76-1, on H.R. 5269

Gareth Stevens  
Publishing LLLP  
Introduction • Tearing  
And Cutting • Special  
Effects With Paper •  
Fixing Paper Down •  
The World Of Paper •  
Step By Step • Working  
With Colour • Exploring  
Tone • Marbling And  
Rubbing • Working

With Photos •  
 Photomontage •  
 Drawing With Collage •  
 Working With Fabric •  
 Three -Dimensional  
 Collage • A Diary In  
 Collage • Gifts And  
 Presentation • Practical  
 Tips • Index

**Minutes of the  
 Provincial Council of  
 Pennsylvania** PREP

Publishing  
 Welcome to a no-  
 nonsense,  
 unconventional  
 approach to college  
 admissions! Hey  
 AdmissionsMom: Real  
 Talk from Reddit from  
 the voices of  
 r/ApplyingToCollege,  
 with Carolyn Allison  
 Caplan, aka  
 u/admissionsmom  
 FRONT DOOR COLLEGE  
 ADMISSIONS HELP  
 Discover what over  
 100,000 engaged  
 r/ApplyingToCollege  
 subscribers are  
 learning about as they

discuss a fresh  
 approach to college  
 admissions. With Hey  
 AdmissionsMom,  
 Carolyn and the kids  
 from  
 r/ApplyingToCollege  
 give you a place to  
 stop trying to figure  
 out what your top  
 schools want in you  
 and instead ask  
 yourself, What do I  
 want out of life when I  
 leave high school?  
 What do I see for  
 myself? You're a  
 talented, interesting  
 student, and when you  
 really know who you  
 are, you're going to  
 make the best  
 decisions for yourself  
 As a sophomore or  
 junior entering the  
 college admissions  
 process, maybe you're  
 overwhelmed by the  
 paperwork, school  
 descriptions, test score  
 requirements,  
 extracurricular activity

options, and the daunting task of figuring it all out without losing yourself. Others of you already started the college admissions process and feel okay about your applications, but you're struggling with the personal statement or essays. Or, you want permission not to be a carbon copy of the ideal student and want out-of-the-box ways to be yourself, both in life and in the admissions process. And you're not just managing your expectations, but also your parents. College admissions can be especially intimidating if your high school sucks, you're first in your family to go to college, or you haven't always been a model student. You might also be a concerned parent or mentor looking for a

guide designed not to stress you and your kid out and might even help with that as you learn the ropes of college admissions. For all the times you or your high school student thought, "There has to be a better way," when you hear advice about high-performance, achievement, and crazy amounts of EC's (extracurriculars)... You were right. You just found it. Hey AdmissionsMom: Real Talk from Reddit In this refreshingly honest, irreverent digest of college admissions questions and answers from u/admissionsmom and the subreddit, r/ApplyingToCollege, you'll find 37 bite-sized chapters of practical information, inspiring personal stories, insider tips, and yes,

we have to be honest about this here - the occasional swear word, too. The time is NOW for you to: Focus on who you are, what you want from life, and how college fits into your goals, not the reverse Write essays and personal statements that actually sound like you, the real you Stop being one of 50,000 students applying to the same 20 colleges Stay positive even if you're not valedictorian or you didn't cure cancer (nobody else has either -- yet) Find questions asked by students just like you, so you don't feel alone or like you're the only one who doesn't already have it all figured out Take a deep breath as you learn about mindfulness By the end of Hey

AdmissionsMom: Real Talk from Reddit, you will have peeled back the layers of your authentic self and be able to appreciate your personality traits, interests, and talents as you breathe and apply to college with a smile.

#### The Accountant

American Bar Association

This book helps readers with real-world situations. It is easy and user-friendly, this book provides strategies and tools to aid in communicating with parents.

*Proceedings and Addresses* Univ. Press of Mississippi

Focuses on impact of Soviet nuclear tests on levels of radioactive contamination in U.S. Includes numerous scientific papers analyzing type,

distribution, and concentration levels of radioactivity attributable to fallout from weapon testing.

**The New Rules of Work**

Government Printing Office  
From 2003 to 2009 sensational judicial bribery scandals rocked Mississippi's legal system. Famed trial lawyers Paul Minor and Richard (Dickie) Scruggs and renowned judge and former prosecutor Bobby DeLaughter proved to be the nexus of these scandals. Seven attorneys and a former state auditor were alleged to have attempted to bribe or to have actually bribed five state judges to rule in favor of Minor and Scruggs in several lawsuits. This is the story of how federal authorities, following

up on information provided by a bank examiner and a judge who could not be bribed, toppled Minor, Scruggs, and their enablers in what was exposed as the most significant legal scandal of twenty-first-century Mississippi. James R. Crockett details the convoluted schemes that eventually put three of the judges, six of the attorneys, and the former auditor in federal prison. All of the men involved were successful professionals and three of them, Minor, Scruggs, and fellow attorney Joey Langston, were exceptionally wealthy. The stories involve power, greed, but most of all hubris. The culprits rationalized abominable choices

and illicit actions to influence judicial decisions. The crimes came to light in those six years, but some crimes were committed before that. These men put themselves above the law and produced the perfect storm of bribery that ended in disgrace. The tales Crockett relates about these scandals and the actions of Paul Minor and Richard Scruggs are almost unbelievable.

Individuals willingly became their minions in power plays designed to distort the very rule of law that most of them had sworn to uphold.

### **Journals of the House of Commons of the Dominion of Canada**

"In this definitive guide to the ever-changing modern workplace,

Kathryn Minshew and Alexandra Cavoulacos, the co-founders of popular career website TheMuse.com, show how to play the game by the New Rules. The Muse is known for sharp, relevant, and get-to-the-point advice on how to figure out exactly what your values and your skills are and how they best play out in the marketplace. Now Kathryn and Alex have gathered all of that advice and more in *The New Rules of Work*. Through quick exercises and structured tips, the authors will guide you as you sort through your countless options; communicate who you are and why you are valuable; and stand out from the crowd. *The New Rules of Work* shows how to choose a



perfect career path, land the best job, and wake up feeling excited to go to work every day-- whether you are starting out in your career, looking to move ahead, navigating a mid-career shift, or anywhere in between"-

**Hey AdmissionsMom**

Ready-to-use samples for both intimate personal letters and powerful business correspondence are included in this handy guide, as is practical advice on format, style, tone, forms of address, and much more.

Law for CA-PCC/IPC

This newly updated edition shows how to write business letters that are clear, concise, interesting, grammatical and productive. Sample letters apply to sales,

public relations, job-hunting, claims and adjustments, business-to-business correspondence, and much more.

*Digest of Decisions of the National Labor Relations Board*

The definitive career guide for grad students, adjuncts, post-docs and anyone else eager to get tenure or turn their Ph.D. into their ideal job Each year tens of thousands of students will, after years of hard work and enormous amounts of money, earn their Ph.D. And each year only a small percentage of them will land a job that justifies and rewards their investment. For every comfortably tenured professor or well-paid former academic, there are countless underpaid

and overworked adjuncts, and many more who simply give up in frustration. Those who do make it share an important asset that separates them from the pack: they have a plan. They understand exactly what they need to do to set themselves up for success. They know what really moves the needle in academic job searches, how to avoid the all-too-common mistakes that sink so many of their peers, and how to decide when to point their Ph.D. toward other, non-academic options. Karen Kelsky has made it her mission to help readers join the select few who get the most out of their Ph.D. As a former tenured professor and department head who oversaw numerous academic job searches,

she knows from experience exactly what gets an academic applicant a job. And as the creator of the popular and widely respected advice site *The Professor is In*, she has helped countless Ph.D.'s turn themselves into stronger applicants and land their dream careers. Now, for the first time ever, Karen has poured all her best advice into a single handy guide that addresses the most important issues facing any Ph.D., including: - When, where, and what to publish - Writing a foolproof grant application - Cultivating references and crafting the perfect CV - Acing the job talk and campus interview - Avoiding the adjunct trap - Making the leap to

nonacademic work,  
when the time is right  
The Professor Is In  
addresses all of these  
issues, and many  
more.

Code of Federal

Regulations, Title 48,  
Federal Acquisition  
Regulations System,  
Chapter 7-14, Revised  
as of October 1, 2011  
**Power, Greed, and**  
**Hubris**