

Tracy Smith
1657 W Maple Street
Napoleon , OH 43545

August 2, 2010

Ms. Frieda Holmes
HR Director
Rurban Financial Corporation
401 N Clinton
Defiance, OH 43512

Dear Ms. Holmes:

Thank you very much for interviewing me yesterday for the Assistant Human Resources position. I enjoyed meeting you and learning about your research and design work.

My enthusiasm for the position and my interest in working for Rurban Financial were strengthened as a result of the interview. My education and cooperative education experiences fit nicely with the job requirements, and I am sure I could make a significant contribution to the company over time.

I want to reiterate my strong interest in the position and in working with you and your staff. You provide the kind of opportunity I seek. Please feel free to call me at (419) 123-5678 if I can provide you with any additional information.

Again, thank you for the interview and your consideration.

Sincerely,

Tracy Smith