11205 Ivey Court  
Chesapeake, VA 23320  
April 30, 20\_\_

Marianne MacDonald

Director, Mid-Atlantic Division

Premier Services, Inc.

5779 Otis Avenue  
Norfolk, VA 23510

Dear Ms. MacDonald,

Thank you for the opportunity to interview for the Program Manager position. I appreciate your hospitality and enjoyed meeting you and the other Mid-Atlantic Division group leaders.

As I mentioned during the interview, my experience and training in Program and Contract Management make me ideally suited to be a positive contributor to the Mid-Atlantic Division. I am confident I can help grow the division in the areas of finance and defense, which will result in expansion of services and increased profits.

Meeting with you and the other leaders convinced me that Premier Services, Inc. is an organization where I would enjoy working and where I could use my skills and experience to contribute to its future successes.

Please let me know if you need more information about my background or references. I look forward to hearing from you.

Sincerely yours,

Raymond Peterson

Raymond Peterson