

1402 Smith Street #3
Rochester, NY 14606

Joan Livingston
Great Lakes Coastal Science Corporation
4241 University Avenue
Rochester, NY 14627

January 15, 2010

Dear Ms. Livingston,

Thank you for taking time to talk with me last Wednesday about the research chemist position available with Great Lakes Coastal Science Corporation. I had been following the research your company has performed on controlling algae blooms in local bays even before I interviewed, but I was highly interested in how my research overlaps with your efforts.

Since we spoke, I have refined my predictive model further using new data from one of our collaborators' laboratories. Although the model is still not complete, the results are promising, and I expect to have a fully operational model by the end of the spring. I think this model could lend itself well to your research team's study.

Thank you again for your time; I appreciate the chance to interview with your company. Should you require any further information, please feel free to contact me at (585) 243-1258.

Sincerely,

Wei Li

In the introductory paragraph, Wei reminds Ms. Livingston about when they spoke and provides some background about their interview so Ms. Livingston will remember her. She then comments on the overlap between her research and the company's goals – a detail that shows confidence and interest in the position.

In the second paragraph, Wei updates Ms. Livingston on her own research, which may support her application by showing that she is capable of producing results. This additional detail may give Ms. Livingston reason to contact Wei again for more information.

In the third paragraph, Wei thanks Ms. Livingston again for her time and offers to provide additional information as needed.