

Sample Withdrawal From Application Process Letter

Sarah Michelle Smith

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August 10, 2009

Mr. David Son, Jr.
Director of Admissions
Davidson College
Davidson, NC 28035

Dear Mr. Son:

After careful consideration of where my skills have the best value, I wish to withdraw my application for the Admissions Counselor position.

I appreciated the opportunity to interview with you last week, meet the staff and learn more about the many and varied tasks of the admissions office. The work of your department is critical to the institution as new students have a significant impact on the current student experience and contribute much to the lasting legacy of Davidson College. The commitment and enthusiasm of the staff to the college admissions process is readily apparent. I am grateful to have been considered for the counselor position with your staff.

Last week I accepted a management training position with McMaster Carr. I am eager to use my leadership, strong organization and communication skills to develop a strong team of employees in the Chicago warehouse.

Thank you for the opportunity to interview with your staff. Good luck to you and your staff in your hiring process. I hope we have the opportunity to work together in the future.

Sincerely,

Sarah Michelle Smith