345 N Monmouth Ave.

Monmouth, Oregon

January 8, 2013

Edward W. Johnson

Consultant

Employee Relations Department

E. I. DuPont De Nemours & Company

Professional Staffing Section

Wilmington, Delaware 19898

Dear Mr. Johnson:

I was very pleased to receive your call January 4, 2013, inviting me to Wilmington for further interviews with DuPont. After our discussion at the on-campus interview last month, I concluded that your accounting position represents an outstanding opportunity for me to further develop my business skills.

As you requested, I have identified three possible dates for my visit: January 15, January 21, and February 3. If these dates are inconvenient, I am sure I can identify others. According to the airline schedules, I will need to arrive the night before the interview day but can depart late that evening. Please let me know when I can pick up the tickets.

I am very impressed with the entry level accounting program at DuPont, particularly the close interactions among operating departments. I am enclosing a report of my co-op assignments for inclusion in my file; the report adds detail to the information on my resume. I am looking forward to further discussions with you and your colleagues.

Yours truly,

Andrea Kapp

Andrea Kapp

Encl: Report on co-op assignments