

Date _____

«Title» «First_Name» «Last_Name»
«Address_Line_1»
«City», «State» «ZIP_Code»

Dear «Title» «Last_Name»:

Thank you for your interest in the _____ position with the Virginia Key
Beach Park Trust.

Your resume will be reviewed and is under consideration for the vacant position. A final decision
will be made in several weeks.

Your interest in our organization is very much appreciated.

Sincerely,

Guy Forchion
Director of Operations