Your Address

City, State Zip Code

Date

Ms. Caroline Golden

Director of Human Resources

Sterling Advertising Firm

789 Tower Avenue

Dallas, TX 33333

Dear Ms. Golden:

Thank you for meeting with me last Tuesday, February 21, to discuss the position of copywriter at Sterling Advertising Firm. I was quite impressed with the enthusiasm you displayed for your company’s future and the helpfulness of your office personnel. Learning about Sterling’s present media campaign for the Louisiana Hot Sauce Company was exciting and demonstrated your creative approach to advertising. Sterling Advertising is a company with which I want be associated.

Your description of the special qualifications needed for this position was especially interesting. My ability to work under pressure and meet tight deadlines has already been proven in the advertising position I held with The Tribune. As I stated at our meeting, I enjoyed the challenge of a competitive environment in which success is based on achievement.

I would also like to mention that since our meeting I have received the College Reporter’s Award for an article of mine published in the Tribune. This is my first national award, and I am quite encouraged by this approval of my work.

Again, thank you for considering me for the position of copywriter. I look forward to hearing from you soon.

Sincerely,

Your Handwritten Signature

Your typed name