

1234 Hawk Avenue
Philadelphia, PA 12345

May 15, 2005

Patrick Smiles
Personnel Department
Stanley Enterprises
1234 City Avenue
Philadelphia, PA 12345

Dear Mr. Smiles:

Thank you for the opportunity to interview yesterday for the Sales Trainee position. I enjoyed meeting with you and learning more about Stanley Enterprises. You have a fine staff and a sophisticated approach to marketing.

Your organization appears to be growing in a direction which parallels my interests and career goals. The interview with you and your staff confirmed my initial positive impressions of Stanley Enterprises, and I want to reiterate my strong interest in working for you. My prior experience in operating office equipment plus my training in communication would enable me to progress steadily through your training program and become a productive member of your sales team.

Again, thank you for your consideration. If you require any additional information, please feel free to call me at 610-555-1234.

Sincerely,

Stephanie Student

Stephanie Student