

1234 Big Tree Lane
Any town, TX 78261
210-555-1234

Mr. Gary Barnett
Aerial Communications, Inc.
3407 W. MLK Jr. Blvd.
Tampa, FL 33607

Dear Mr. Barnett,

Thank you for taking the time to meet with me at the Panhandle Job Fair today. I certainly appreciate your time and attention in the midst of so many students seeking jobs.

You were extremely thorough in explaining Aerial's customer service and marketing trainee program. Now that I have a better idea of what the position entails, I am sure I would be an asset to your team and to Aerial.

My solid education from Florida State University's Marketing Department and the fact that I have worked my way through college show a work ethic and determination, two qualities you said were important to success at Aerial.

I look forward to an opportunity to visit Aerial's Tampa office and speak to you further about the trainee program. I will contact you next week to arrange an appointment.

Thank you again for your time and consideration.

Sincerely,

John Doe