

ASU Box 03637
Appalachian State University
Boone, NC 28608
February 14, 20XX

Ms. Shirley Glass
Internship Coordinator
All Good Things Association
XXX Constitution Avenue, NE
Washington, DC 20002

Dear Ms. Glass:

It was a pleasure to speak with you and Mr. Martin on the phone yesterday. Thank you for the time you took to interview me for a summer 20XX internship.

After speaking with you, I am even more excited about the opportunity to bring my writing skills to All Good Things. I know I could be an asset as you prepare your proposals for the upcoming year. It would also be a pleasure to offer my strong web writing skills to your new website project. You face an ambitious time line and I would be glad to work diligently to make that launch date a reality.

Please let me know if I need to provide you with additional information. I can be reached easily on my cellular phone at 828-773-XXXX.

Again, thank you for the interview. I look forward to hearing from you!

Sincerely,

Jack Jefferson