

Michael Smith
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(865) 555-5555

October 24, 2000

Ms. Sara Jordan, Director
Campus Recruiting
Acme Corporation
1000 Peachtree Road Atlanta, GA 30340

Dear Ms. Jordan:

I want to thank you for the opportunity to interview with Acme Corporation for the District Sales Representative position. I enjoyed meeting you and learning more about the position.

I would like to stress my interest in the position and my enthusiasm for working with Acme Corporation. I believe my education and internship experience in the Marketing and Sales industry fits ideally with the job requirements outlined.

I feel that I could make a significant contribution to your company. Thank you again for your time and consideration. If you have any questions, please feel free to contact me at (865) 974-5555 or msmith@utk.edu. I look forward to hearing from you soon.

Sincerely,

(sign your name)

Michael Smith