

Susie Jobseeker
11000 University Parkway
Pensacola, FL 32514

Mrs. Lauren Loeffler
Assistant Director, Career Services
University of West Florida
11000 University Parkway
Pensacola, FL 32514

Dear Mrs. Loeffler,

Thank you for taking the time to interview me for the Marketing internship available in the Career Services office at the University of West Florida. I especially enjoyed learning more about your department and your commitment to students.

Based on our conversation, I am confident that with my education and prior work experiences, I could make a considerable contribution to your department and the University as a whole. In addition to the strengths we discussed yesterday, I also wanted to let you know that I have a strong background using Microsoft Publisher to create the monthly newsletter for my sorority.

I look forward to hearing from you regarding the next step in the interview process. Please do not hesitate to contact me should you need additional information about my qualifications.

Thank you again for your consideration.

Sincerely,
(signed name)

Susie Jobseeker