Date   
  
Troy Jones, Personnel Director   
ABC Events and Advertising   
125 North 183 East   
Salt Lake City, UT 54113   
  
Dear Mr. Jones:   
  
It was a pleasure meeting with you and learning about ABC Events and Advertising and the summer internship position that is available.   
  
After our discussion, I am confident my skills meet the qualifications you seek, particularly in the area of writing promotional information cards and events coordination. I hope that you will come to a favorable decision, as I certainly would like to join your staff this summer.   
  
I would be pleased to provide reference names and phone numbers for your review; just contact me at *email* or *phone number*. I look forward to hearing from you.   
  
Sincerely,   
Your Signature   
Your Typed Name