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