

Nita Job
222 Denton Drive
Denton, TX 76203
123-456-7890

January 17, 2006

Ms. Jane Doe
XYZ Company
P.O. Box 123456
Denton, TX 76203

Dear Ms. Jane Doe:

Thank you for the time that you took out of your schedule to speak with me via telephone about the internship position that is currently available within your organization. After our conversation, I am even more interested in the opportunity to work within your organization.

As we discussed earlier, I will be graduating in one year with a Bachelor of Science in Math and Decision Sciences. I am excited about how I can contribute my math, research experience and my computer skills to your organization. Hearing you speak about the growing opportunities within the Texas region reinforces my belief that I am the best candidate for the internship position.

In addition to my strong work ethic, my passion for software development and experience assisting clients with the development of software specific to their organizational needs has allowed me to demonstrate my excellent leadership and team-building skills. I am confident in my ability to continue to help your XYZ Company not only meet, but exceed your organizational goals.

Thank you for your time and I look forward to meeting with you soon to discuss this position in greater detail.

Sincerely,

A handwritten signature in black ink, appearing to read "Nita Job", with a horizontal line underneath it.

Nita Job