

123 My Home Drive
Anywhere, TX 54321
April 14, 2003

Ms. Sue Smith
Public Relations Manager
ABC Company
123 Main Street
Anywhere, TX 12345

Dear Ms. Smith:

It was a pleasure to meet with you and learn more about ABC Company and its current goals. I have revisited ABC's Website and have seen the changes that you outlined to me; it is now a much more attractive and informative site. Of particular interest were the links to different departments.

After our discussion I feel that my qualifications and interests are ideal for the position of copywriter. My love of gardening and the out-doors should be a great match for a nursery and the work I had done at the Audubon Organization is related specifically to the types of news releases and copy that ABC needs. I feel that I could make a quick and substantial contribution at ABC.

You mentioned that a decision would be made within the next two weeks; if additional information or interviews are needed, I am available. I really am looking forward to hearing from you.

Sincerely,

Willing Applicant

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