

## Thank-You Letter for a Job Interview

1421 West Fifth Street  
Columbia, Missouri 65201  
June 20, 20xx

Mr. Howard Sturm  
Personnel Manager  
Modern Advertising, Incorporated  
1440 Michigan Avenue  
Chicago, Illinois 66011

Dear Mr. Sturm:

Thank you for meeting with me on Wednesday, June 18, to discuss the position of copywriter at Modern Advertising, Incorporated. I was quite impressed with the enthusiasm you displayed for Modern Advertising's future and the helpfulness of your office personnel. Learning about Modern's present media campaign for the Houston Sausage Company was exciting and demonstrated your creative approach to advertising. Modern Advertising is a company with which I want to be associated.

Your description of the special qualifications needed for this position was especially interesting. My ability to work under pressure and meet tight deadlines has already been proven in the advertising position I held with the Columbia Missourian. As I stated at our meeting, I enjoy the challenge of a competitive environment in which success is based on achievement.

I would also like to mention that since our meeting I have received the College Reporter's Award for an article of mine published in the Columbia Missourian. This is my first national award, and I am quite encouraged by this approval of my work.

Again, thank you for considering me for the position of copywriter. I look forward to hearing from you soon.

Sincerely,

Lisa Martin