

(date)

Mr. Jack Thompsen
Internship Coordinator
Sampson Company
3556 Oakville Lane
St. Paul, MN 55105

Dear Mr. Thompsen:

It was a pleasure meeting with you on (date). I am very interested in being a member of the Sampson Company as a Marketing Intern.

As we discussed, I am confident that my communication and analytical skills and strong educational background would allow me to contribute to the Marketing team, and I am excited about the possibility of further enhancing my abilities through this opportunity.

If I can provide you with any additional information, please let me know. I look forward to hearing from you.

Sincerely,

(your signature)

Molly Johnson