Name

Address

City, State Zip

Phone

Email

(Current Date)

(Name of Contact Person)

Job Title

Company/Organization

Address

City, State Zip

Dear Mr. or Ms.:

Thank you for the opportunity to meet with you yesterday to discuss the requirements of the sound technician intern position at your company. I enjoyed the tour and meeting your team made me feel especially welcome.

The interview reinforced my enthusiasm for the position and interest in working for your company. I was impressed with the projects you are currently working on, the up-to-date software being used, opportunities for advancement and the services the company offers. My education and internship experiences closely match the job requirements for this position, and I am certain I could make a significant contribution to the firm.

Again, I enjoyed the interview and found it very informative. As you requested, I am having my college transcripts sent to you from the Hostos Community College Office. If I can provide any additional information, please do not hesitate to contact me at 718-360-0000. I look forward to hearing from you soon.

Sincerely,

*Don’t forget to sign here*

Name