

450 Linden Drive *[Your Street Address]*
Madison, Wisconsin 53706 *[City, State Zip]*

Ms. Jane Doe, Director *[Ms., Mr., Dr., etc.] [First Name] [Last Name], [Title]*
Corporate College Relations *[Division]*
Mascot Promotions, Inc. *[Company Name]*
501 Mascot Way *[Street Address]*
New York, New York 01234 *[City, State Zip]*

March 1, 2000 *[Date]*

Dear Ms. Doe: *[Ms., Mr., Dr., etc.] [Last Name]*

I would like to thank you for the time you spent with me during my visit to the east coast last week. Not only were my questions well answered, but I feel I now have a rather broad knowledge of the opportunities with Mascot Promotions.

My interest in a future with Mascot Promotions is quite serious. You asked for some examples of my writing ability, and I am happy to enclose two feature stories which I recently wrote for the student newspaper. These stories were published, with the story discussing the importance of role modeling for student athletes making the front page.

If you need further information, I shall be happy to provide it. I hope to be hearing from you in the near future.

Sincerely, *[Closing]*

Buck E. Badger [signature]

Buck E. Badger *[Type the name you signed]*

Enclosures *(add this if other materials are included)*