

## Follow-up response to telephone inquiry about internships

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February 1, 20xx

Ms. Jane Roden  
Internship Coordinator  
United Way  
2300 E. Broad Street  
Annapolis, MD 20000

Dear Ms. Roden:

Thank you for talking with me on Wednesday in response to my inquiry about summer internship possibilities in social services in the Annapolis area. After speaking with you and another SU alumnus whose name I obtained through SU eRecruiting at Career Services, I think I am much better prepared to pursue internship opportunities.

On your advice, I have updated my resume, emphasizing my recent hotline volunteer activities. A copy is enclosed for you. I also plan to contact Deborah Warren as you suggested, and appreciate your giving me her name.

Thank you for inviting me to visit your office. I will be in Annapolis during spring break, so I will call your office two weeks prior to see if it would be convenient to schedule a visit.

Again, thank you so much for your help and advice. I look forward to meeting with you in March.

Sincerely,

*(your handwritten signature)*

Mxxxx Jxxxx

Enclosure