

## Follow-up letter to personal contact

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December 1, 20xx

Ms. Marcia H. Meeks  
Marketing Designer  
30 Locke Lane  
Salisbury, MD 00000

Dear Ms. Meeks:

Thank you so much for your time and advice during my visit to your office last week. I very much appreciate your inviting me to visit since this was my first experience seeing the hands-on work which takes place in a design department. I learned a great deal, and hope to share what I learned with members of our student chapter of the American Marketing Association.

After January, I will be in contact with you again to explore the possibility of arranging a summer internship with your firm. As I mentioned to you when we met, I had an opportunity to work on an intense, four-day interdisciplinary project judged by faculty in which my team received top honors. I gained valuable teamwork, problem-solving and presentation skills and learned to work effectively with students studying to enter different professions. I believe my skills would make me an asset to an organization like yours which often must produce excellent work under tight time constraints.

Thank you again for all your help, and I look forward to talking with you in the coming months.

Sincerely,

*(handwritten signature)*

Cxxx A. Lxxxx