

SARAH B. KIND

508-999-8658 • sbkind@umassd.edu

Date

Mr. Art Williamson
Director of Human Resources
ABC Builders
122 High Rise Lane
Great City, RI 04321

Dear Mr. Williamson:

I want to thank you for your time on Wednesday. Our discussion left me even more excited about joining the ABC Builders team as a Marketing Intern and convinced me that I would be a perfect fit.

I am tremendously excited by the prospect of working in the challenging and highly innovative environment you have established. I am happy to learn of the new projects that have recently been awarded to ABC Builders and know that I can make a contribution to these projects' success. In return, I will bring you proven strengths in drafting technique and fresh approaches. I am eager to prove my abilities and successes to you on a first-hand basis. I will keep in touch to see when we might meet again and if there is any other information I can provide you in the meantime.

Thank you again for your time and consideration.

Sincerely,

Sarah B. Kind