

Date (Month, Day, Year)

Mr. Howard Stone
Creative Director
The Martin Agency
One Shockoe Plaza
Richmond, VA 23219

Dear Mr. Stone:

Thank you for the opportunity to interview with you last Friday to discuss the position of copywriter at The Martin Agency. I was quite impressed with the energy of your creative team and their enthusiasm about the agency's future. Learning about your media campaign for GEICO was exciting and demonstrated the agency's creative approach to "produce powerful and positive consumer reactions". The Martin Agency is a company with which I want to be associated.

Your description of the special qualifications needed to succeed in this position was especially interesting. I believe my background is an excellent match. My ability to work under pressure and meet tight deadlines has already been proven in my internship with The King Agency. As I stated in our meeting, I enjoy the challenge of a fast-paced, competitive and creative environment where success is based on both individual and team achievement.

Again, thank you for considering me for the copywriter position. Should you have any questions, I can be contacted at 804-555-1234 or steineb@dukes.jmu.edu. I look forward to the opportunity to contribute my skills as part of The Martin Agency team.

Sincerely,

Ericka Stein