

*Your Address
City, State Zip
Date*

*Contact's Name
Title
Organization
Address
City, State Zip*

Dear (Contact Name):

I enjoyed interviewing with you during your recruiting visit to Vanderbilt University on October 25. The management trainee program you outlined sounds both challenging and rewarding, and I look forward to your decision concerning an on-site visit.

As mentioned during the interview, I will be graduating in December with a Bachelor's degree in Economics. Through my education and experience, I've gained many skills, as well as an understanding of retailing concepts and dealing with the general public. I have worked seven years in the retail industry in various positions from sales clerk to assistant department manager. I think my education and work experience would complement Fashion's management trainee program.

I have enclosed a copy of my college transcript and a list of references, as you requested. Thank you again for the opportunity to interview with Fashion Department Store. The interview served to reinforce my strong interest in becoming a part of your management team. I can be reached at (615) 555-1111 or by email at student@vanderbilt.edu, should you need additional information.

Sincerely,
(Your handwritten signature)
Your name typed

Enclosure