Name

Address

City, State Zip

Phone

Email

(Current Date)

(Name of Contact Person)

Job Title

Company/Organization

Address

City, State Zip

Dear Mr. or Ms.:

Thank you for the opportunity to meet with you yesterday to discuss the requirements for the summer Food Advocacy internship position at your farm. I enjoyed the tour and meeting your team made me feel especially welcome.

The interview reinforced my enthusiasm for the position and interest in working for your farm. I was impressed with the projects you are currently working on, the up-to-date software being used, and the relationship between the food that comes from the farm and to the community. My education and current internship experiences closely match the requirements for this position, and I am certain I could make a significant contribution to the firm.

Again, I enjoyed the interview and found it very informative. As you requested, I am having my college transcripts sent to you from the Hostos Community College Office. If I can provide any additional information, please do not hesitate to contact me at 718-360-0000. I look forward to hearing from you soon.

Sincerely,

*Ssign here*

Name