

1415 East Sixth Street
Albany, NY 12206

May 25, 2002

Cynthia Smith
Vice-President
Atlantic Advertising Agency
7614 Michigan Avenue
Chicago, IL 60611

Dear Ms. Smith:

I want to thank you for meeting with me last Tuesday, May 16, to discuss the position of copywriter at Atlantic Advertising Agency. I enjoyed meeting you and other members of your staff. Your ideas and philosophies about the advertising business are very impressive. Learning about Atlantic's present media campaign for the Chicago Business Association was exciting and demonstrated your creative approach to advertising.

My enthusiasm for the position and my interest in working for Atlantic Advertising Agency were strengthened as a result of the interview. I think the skills I have developed through my education and internship experiences fit nicely with the position requirements. My ability to work under pressure and meet tight deadlines has already been proven in the advertising position I held with *The Times Union*. As I stated at our meeting, I enjoy the challenge of a competitive environment in which success is based on achievement.

I would also like to mention that since our meeting I have received the College Reporter's Award for an article of mine published in the *Albany Daily Times*. This is my first national award and I am quite encouraged by this approval of my work.

I want to reiterate my strong interest in the position of copywriter and in working with your staff. I look forward to hearing from you soon.

Sincerely,

Bryan A. Black

Encl.

Express your appreciation.
Indicate date of the interview and the position.

Discuss something learned in the interview.

Re-emphasize your qualifications.

Bring out new information not discussed in the interview.