

Date

Address of Sender

Ms. Martha Colblenz  
Director of Human Resources  
Monarch Gas  
St. Elmo, Illinois 62458

Dear Ms. Colblenz:

I enjoyed meeting with you yesterday and learning more about possible marketing positions at Monarch Gas. Your hospitality helped me feel comfortable.

Our conversation confirmed my interest in becoming part of Monarch's staff. It is going to be difficult for any other company to rival the impression I have of yours. I was particularly excited by the possibility of working as part of a planning team in your marketing department. I feel confident that my past experiences—both in marketing and public relations—would allow me to fill your needs effectively. I especially appreciate your honest comments about working in marketing in the oil industry.

Please call me if I can provide you with further information. I look forward to hearing from you by April 15, as we discussed. Thank you again for the courtesy that you extended to me.

Sincerely,

Chris Smith