

Personal letterhead entered and formatted with bold, centering, and a bottom border

# Your Name

384 West 94<sup>th</sup> Street, Apt. 2B  
New York, NY 10025

Tel: 212-555-2838; E-mail: yourname@hotmail.com

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September 17, 2010

Date entered three lines below letterhead

Ms. Mayumi Suzuki  
Chief Executive Officer  
Edo Design Services  
5-8, Edobori 4-chome  
Minato-ku  
Tokyo 108-0034  
JAPAN

Inside address entered four lines below the date

Salutation entered two lines below inside address

First paragraph includes thanks for interview, restates interest

Dear Ms. Suzuki:

Thank you for speaking with me yesterday about the opening for a U.S. marketing director at Edo Design Services. I am impressed by your company's professionalism and the quality of your Web advertising, and I enjoyed the opportunity to learn more about your marketing efforts. I hope you will give me the opportunity to put my skills and enthusiasm to work for Edo Design Services.

As you requested, I am enclosing copies of three direct mail pieces I wrote and produced in my current position as marketing manager at Internet Solutions, Inc. These samples highlight my writing and design skills.

If you have any questions regarding my qualifications for the position of marketing director, please contact me. I am happy to provide further information.

Second paragraph describes work samples enclosed

Sincerely,

Final paragraph included

Your Name

Enclosures (3)

Closing added two lines below last paragraph, student name typed three lines below closing, and "Enclosures" included two lines below name

File is printed