

Juan Smith
2200 XYZ Street
Arcata, CA 95521

December 17, 2023

Tatiana Adams
Human Resources Director
ABC Company
4444 A Street
San Francisco, CA 90000

Dear Ms. Adams,

Thank you so much for taking the time to discuss the Marketing position with ABC Company, with me. After meeting with you and observing the company's operations, I am further convinced that my background and skills coincide well with your needs.

As I mentioned when we met, I would like to use my business degree and computer science minor to enhance the company's marketing campaign. I believe I can make a significant contribution in raising the visibility of the company, and I am particularly interested in contributing to the company's web site to market to a larger demographic.

I very much look forward to learning of your decision soon. Please feel free to contact me if you need more information about my qualifications.

Sincerely,

Juan Smith