Name   
Address   
City State Zipcode  
Number

Mr. John Easterbrook  
Vice President of Information Technology  
Campbell Soup Company  
Campbell Place  
Camden, NJ 08103-1799

Dear Mr. Easterbrook:

Thank you for taking the time to discuss the Web Designer position with me. After meeting with you and observing the IT operations, I am further convinced that my background and future goals coincide very well with your needs.

I really appreciate that you took so much time to acquaint me with the company. That care shown to a potential employee speaks well of your management style. It is no wonder the Campbell Soup Company retains its employees for so long. I know I could learn a great deal from you and would certainly enjoy working with you.

In addition to my qualifications and experience, I will bring excellent work habits and judgment to this position. With the countless demands on your time, I am sure that you require people who can be trusted to get the job done with minimal supervision. Given my range of experience and capacity to learn, I can readily undertake the additional workload that should result from the reorganization of the IT department.

I look forward, Mr. Easterbrook, to hearing from you concerning your hiring decision. Again, thank you for your time and consideration.

Sincerely,

Name