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Doug Jones
XYZ Technical Corporation
476 Advent Street
Salt Lake City, Utah 84111

Dear Doug Jones:

I am writing to follow-up on the phone conversation I had with you yesterday. Please consider me for an Engineering Intern position with your company. I've attached my resume per your request.

You indicated you were looking for technically savvy people who could come up to speed quickly no matter what job they were assigned. As my 3.8 grade point average in technical courses shows, I can quickly understand and apply complicated ideas. I recently completed a custom programming project for Entech Corporation and received high praise for figuring out how to complete the assignment with very little instruction.

Your company has an outstanding reputation for technical innovation, and I would welcome the opportunity to be part of your organization. Please call me at 777-987-6543 to arrange an interview.

Thank you for your consideration.

Sincerely,

Bart Thomas

Enclosure: Resume