Carrie Rodriguez

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May 22, 2022

Ray Lee

Manager, Marketing and External Affairs

XYZ College

123 Business Rd.

Business City, NY 54321

Dear Mr. Lee,

I want to thank you for giving me the opportunity to serve as a marketing intern at XYZ College’s Marketing and External Affairs Office. I have gained valuable insight into the marketing industry over the past six months.

Because you gave me the opportunity to work on a variety of projects, I had the chance to observe numerous aspects of college marketing, from publishing magazines and brochure, to drafting email newsletters, to maintaining the college website. You and your staff were extremely welcoming and helpful, and offered me terrific career advice.

This internship has definitely increased my interest in pursuing a career in marketing. I would love to stay in touch, and perhaps speak to you regarding steps I should take in the future to pursue a career in marketing. Once again, thank you for a terrific six months.

Sincerely,

*Signature* (hard copy letter)

Carrie Rodriguez