

# Tom Forty

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Michael Scott  
Senior Associate,  
Dunder Mifflin  
1 University Dr.  
Camarillo, CA 90000

Dear Michael,

I received your contact information from Jim Halpert, who referred me to internship opportunities at Dunder Mifflin. I believe that my extensive sales experience and Communication background from CSU, Channel Islands will make me a competitive candidate for your organization.

I have a full understanding of the inner workings of client development and outside sales which can be seen through my experience at Xerox, when I held the lead generation internship position. Additionally, I am confident that I would support the mission of Dunder Mifflin in developing long-term professional relationships with current and future clients.

Thank you for your time and consideration. I look forward to speaking with you about opportunities at Dunder Mifflin. Even if you do not have an opening at this point in time, I would welcome the opportunity to meet you in person to discuss my unique skills and how they would align with your organizational needs.

Sincerely,

Tom Forty