345 N Monmouth Ave.

Monmouth, Oregon

November 19, 2013

Mimi O’Hara

Director of Human Resources

JCPenney Company

699 Penney Street

Salem, Oregon 97306

Dear Ms. O’Hara:

I wanted to let you know how much I enjoyed interviewing with you during your recruiting visit to Western Oregon University on November 15. I was fortunate enough to get the last interview of the day. The extra time we spent discussing in-depth aspects of the public relations function in the Retail Division was extremely informative and interesting.

During my two summer internships in retailing, I observed how the public relations staff contributed to the day-to-day operations of a store. I was very impressed with your description of the public relations role at JCPenney and would like to pursue any opportunities in this field further.

I hope to hear from you soon regarding a second interview; the opportunity at JCPenney is an excellent match with my skills and experiences. Although we are on winter break, I will be at this address throughout the holidays. My phone number is (555) 477-2420.

Sincerely yours,

Susan Sooner

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