

June 24, 2005

Ms. Logan Wright  
Operations Manager  
Kellogg Corporation  
4314 Dabney  
Clear Lake, Texas 77456

Dear Ms. Wright:

Thank you for the opportunity to visit with you and see your facilities last Wednesday. Both the interview and the tour made for an exciting and complete day.

I was particularly impressed with your warehousing procedures. Mr. Allen was so thorough in explaining your process to me, and I will be corresponding directly with him to express my appreciation. Incidentally, the process you use is quite similar to the one I have been researching through an independent study this semester. Perhaps I can share my final report with you and Mr. Allen.

I believe my course work in industrial design and operations, coupled with my eagerness to learn, organizational, communication, and time management skills will be an asset for a summer internship position. Having seen your operation, I am all the more enthused about the career opportunity that the May Company offers.

Again thank you for your consideration, hospitality, and for all of your efforts to arrange my visit. I look forward to your decision.

Sincerely,

Alexandria McNeal