

THANK-YOU LETTER TO A CONTACT

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Date

Name
Address

Dear :

Thank you so much for taking the time to talk with me about my job search. Your advice was helpful and appreciated.

As you suggested, I am in the process of contacting Ms. Davis at Parkland Memorial Hospital. I am also investigating the post-master's fellowship at Family Service and Guidance Center. The Eating Disorders Program at St. David's sounds very interesting.

I have enclosed a copy of my resume. Please keep me in mind should you think of other ideas or hear of any job openings. Thank you again for your help.

Sincerely,

Jane Andrews