

Sample Letters

Thank you
Information Interview

611 E. Seneca Street
Ithaca, NY 14850
January 30, 2008

Mr. Maurice Blair
Managing Editor
The Wilson Quarterly
901 D Street SW, Suite 704
Washington, DC 20024

Dear Mr. Blair:

I appreciate your taking time to meet with me to discuss your career path in magazine publishing and possible strategies for entering the field. I found the information you provided about additional skills to complement my writing ability to be especially useful.

Our conversation reinforced my awareness of the need for work-related experience to be competitive for entry-level employment in this field. Based on your recommendations, I have set up an appointment with the editor of *Cornell Magazine* to discuss an internship. I have also contacted the managing editor of *American Demographics* and Jason Winters in Media Services. Thank you for giving me these names. I will keep you informed of the outcome of these efforts.

Again, thank you for so generously sharing your time and insights. It was a pleasure talking to you. I have thoroughly enjoyed the issue of *The Wilson Quarterly* you gave me and found the article on the Victorians to be particularly fascinating. I will be sure to look for the next issue when it arrives in the library.

Sincerely,



Seth Greenfield