Sample Letters

Thank you Information Interview

412 Linden Avenue, Ithaca, New York 14850

September 21, 2009

Mr. Paul S. James 371 Connecticut Avenue, Suite 56 Columbus, Ohio 43085

Dear Mr. James:

Thank you for taking time to talk with me last Wednesday. I enjoyed your introduction to the career-development field and appreciated the useful information you provided.

On your recommendation, I will contact your colleague and co-author, Ms. Janice Williams, as a follow-up to our discussion. I look forward to speaking with her in the near future. Also, your referral to Alan J. Pickman's *Special Challenges in Career Management* has already proved helpful.

I appreciate your help and will keep you informed of my career progress.

Sincerely yours,

Linda Mills