

EXAMPLE OF PAPER THANK YOU LETTER

John Smith
P.O. Box 123
St. Bonaventure, NY 14778
April 13, 2011

Lydia Taylor, Portfolio Manager
XYZ Agency
101 Business Road
Smithville, NY 00011

Dear Ms. Taylor,

Thank you for taking time to meet with me last Thursday to discuss a career in finance. Your advice about the field of financial advising was particularly helpful. It was exciting to find out about the successful career path of an SBU alum. As a result, I am now more eager than ever to pursue a career in this area.

I have incorporated your suggestions into my résumé. Additionally, the information you provided will help me select classes to enhance my academic experience and better prepare me for a finance career.

I appreciate your referral to Mr. Joseph Bandit, director of finance at Love Corporation. I have already called to arrange a brief meeting with him and will let you know how our discussion goes. In the future, I would like to stay in touch with you and keep you posted on my career research.

Thank you again for your time and valuable assistance.

Sincerely,

John Smith, '14

EXAMPLE OF EMAIL THANK YOU LETTER

April 13, 2011

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Sincerely,
John Smith, '14
P.O. Box 123
St. Bonaventure, NY 14778
jsmith@gmail.com