

Street Address  
City, State Zip Code  
first.last@aya.yale.edu  
555-555-XXXX

November, 12, 20XX

Mr./Mrs. Name of Person to Whom You are Writing  
Job Title  
Organization Name  
Street Address  
City, State Zip Code

Dear Mr./Ms. Last Name [*Write the full name if you are unsure about gender*]:

Thank you for your time and consideration yesterday. I appreciate your review of my resume and our discussion about the kinds of opportunities that might be the most receptive to someone with my background. Your insights and suggestions will be most helpful.

Following up on your recommendation, I have already written to First Last, First Last, and First Last, and plan to follow through with them next week to arrange meetings. I will let you know what results from those contacts.

Finally, it was extremely generous of you to offer to do some more thinking about people I might want to contact at Organization Name and Organization Name. As we agreed, I will call you next Friday to see if you have some specific people to suggest.

Thank you again for your time, advice, and continued interest in my career.

Best,

*(Sign your name)*

First Name Last Name