

Follow-up letter to information seeking meeting

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November 30, 20xx

Mr. James G. Webb
Regional Manager
Delon Hampton & Associates
800 K Street, N.W., Suite 720
Washington, DC 20001-8000

Dear Mr. Webb:

Thank you so much for taking time from your busy schedule to meet with me last Tuesday. It was very helpful to me to learn so much about the current projects of Delon Hampton & Associates and the career paths of several of your staff. I appreciate your reviewing my portfolio and encouraging my career plans. I also enjoyed meeting Beth Ormond, and am glad to have her suggestions on how I can make the most productive use of my last semester in college.

Based on what I learned from my visit to your firm and other research I have done, I am very interested in being considered for employment with your firm in the future. I will be available to begin work after I graduate in May 20xx. As you saw from my portfolio, I have developed strong skills in the area of historical documentation and this is a good match for the types of projects in which your firm specializes. I have enclosed a copy of my resume to serve as a reminder of my background, some of which I discussed with you when we met.

During the next few months I will stay in contact with you in hopes that there may be an opportunity to join your firm. Thank you again for your generous help.

Sincerely,

(handwritten signature)

Ross Vanover

Enclosure