

Follow-up to Information Meeting

(Date)

Name
Title
Company
Address
City, State, Zip

Dear _____:

Thank you for your cordial reception yesterday. I appreciate your review of my resume and our discussion about the kinds of opportunities I can most profitably pursue. The ideas and the information you provided will be most helpful.

Following up on your suggestions, I have already written to Paul Colby, Louis Newman, and Gail Nelson, and plan to follow through with them next week to arrange meetings. Of course, I will let you know what results from those contacts.

It was very thoughtful of you to offer to do some more thinking about people I should contact -- particularly in Allied Industries and MicroCorp. As we agreed, I will call you again next Thursday to see if you have some specific people to suggest.

Thanks again for a good meeting and for your continued interest in my career development.

Sincerely,