

Thank you letter: Information Meeting that Could Turn Into a Job Opportunity

(Date)

Ms. Carol Lorac
MULTICORP, INC.
100 Tower Place
Boston, MA 02121

Dear Ms. Lorac:

Thank you for meeting with me last Thursday morning.

The suggestions you made for improving my resume were very helpful, and the information you gave me about the plans to expand the marketing division's operations stimulated some interesting thoughts.

I am delighted that you feel my special knowledge and experience could be of value in developing your new line of flexible fasteners. It was good of you to offer to talk with Philip Wilson on my behalf and to see if his plans have progressed far enough to warrant an interview at this time. Nothing would please me more than an opportunity to become part of Multicorp's management team for such a challenging and exciting program.

Thank you again for your time and personal interest. I will call you on Wednesday to see if you were able to arrange a meeting with Mr. Wilson.

Sincerely,