**Simple Thank You Letter**

Dear First Name, **(or Mr./Ms. Last Name if you don't know them well)**

Thank you for all the assistance you have provided me during my job search.

I appreciate the information and advice you have given, as well as the connections you have shared with me. Your expertise and help have been invaluable during this process.

Again, thank you so much. I sincerely appreciate your generosity.

Best Regards,

Signature **(hard copy letter)**