Avery Jones

123 Main Street, Anytown, CA 12345 · 555-555-5555 · avery.jones@email.com

September 1, 20XX

Viola Lee

Vice President, Customer Relations

ACME Financial

123 Business Rd.

Business City, NY 54321

Dear Ms. Lee,

Thank you for taking the time to talk with me today. I sincerely appreciate the time you spent reviewing my career goals and recommending strategies for achieving them. Your advice was very helpful and gave me a new perspective on available opportunities.

I especially appreciate your offer to connect me to others in your network. I plan on following up with the contacts you emailed me right away. I will also use the online networking resources you recommended to further my job search.

Any additional suggestions you may have would be welcome. I'll update you as my search progresses.

Again, thank you so much for your help. I greatly appreciate the assistance you have provided me.

Best regards,

Avery Jones (signature hard copy letter)

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