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Current Date

Stan Inman
Director
Career Services
University of Utah
201 South 1460 East, Rm. 350
Salt Lake City, Utah 84112-9058

Dear Mr. Inman:

I want to thank you very much for allowing me to interview you yesterday on careers in higher education counseling and advising. I know that autumn is a busy season for Career Services so I especially appreciated your making time for me.

Your insights on the kind of preparation I would need for a higher ed career were invaluable. Now I understand better the importance of a graduate degree, work experience in an actual student affairs office, and presentation skills. It was helpful as well to hear your views on the satisfactions of such work – and the occasional challenges to family life!

Again, thanks for sharing your time and experience with me.

Sincerely,

Your signature

Your name