Gina Cohen

123 Main Street, Anytown, CA 12345 · 555-555-5555 · gina.cohen@email.com

September 1, 2018

George Lee

123 Business Rd.

Business City, NY 54321

Dear George,

I would like to take this opportunity to express my gratitude for your referral to Frontier Media. After reaching out to your contact about an informational interview, I was later asked to return for a formal interview. I am thrilled to tell you that I was offered a job.

I have accepted a full-time Account Manager position, and I am very much looking forward to working with Frontier. I can’t thank you enough for connecting me with your contacts there. I deeply appreciate you sharing your networking resources with me, and I’m honored that you thought of me as a good fit for such an outstanding company. Your belief in me to succeed is an inspiration, and I will do my absolute best to live up to your confidence.

Please don’t hesitate to reach out if, at some point, you think of any way I can return the favor. I am happy to introduce you to any of my past or present colleagues. Of course, if you find yourself in need of a reference letter or recommendation at any point, I am more than happy to contribute in that way, too.

Thanks again, and let’s stay in touch. I will be sure to update you about my experience at Frontier, and I look forward to hearing about your own progress, as well.

In gratitude,

Gina Cohen

Jason Gitman

123 Main Street, Anytown, CA 12345 · 555-555-5555 · jason.gitman@email.com

September 1, 2018

Trudy Wolf

Five Star Production

123 Business Rd.

Business City, NY 54321

Dear Ms. Wolf,

First, I would like to thank you very much for your referral to Five Star Production. I am sincerely grateful that you thought of me as a strong candidate for the Sales and Ticketing Coordinator role. Additionally, I appreciate you taking the time to alert me to the opening of this position and to recommend me as a good fit for the job.

However, I am disappointed to let you know that I was not hired for the job. Though your contact in Human Resources, Mr. Jameson, expressed his admiration for my enthusiasm and willingness to work hard in this role. Unfortunately, Five Star is looking for someone with specific experience in large-scale event production. As you know, my background is in television production, though I am still actively looking to transition fields.

Thank you again for the job lead. If you happen to hear of any other positions that would be a good match or can share any other resources that you think might benefit the development of my career, I would love for you to me let me know. I very much look up to you as a Production Supervisor and would be thrilled to learn as much as I can from a respected peer.

Meanwhile, if there is any way you think I might be able to return the favor, please don’t hesitate to reach out. I am always here to help in any way I can.

Thanks again,

Jason Gitman