67221 Bayview Road

Jacksonville, FL 32208  
October 2, 20\_\_

Bernard Armstrong, Director

Southern Bank Services

835 Buckingham Boulevard

Atlanta, GA 30301

Dear Mr. Armstrong,

Thank you for meeting with me yesterday and helping me clarify my career goals in the finance industry. Your advice on certifications and experience was most helpful in guiding my decisions on which jobs to pursue. I appreciate you sharing your expertise with me and offering suggestions for improving my resume. I will incorporate your thoughtful ideas and send you an updated copy next week.

I have reached out to Mr. Haskins at Premier Financial Services as you suggested. I appreciate the referral and look forward to pursuing opportunities at his organization.

Thank you again for taking time from your busy schedule to meet with me. I will keep in touch and let you know how my job search progresses.

Sincerely yours,

Roger Dugan

Roger Dugan