Thank You Letter to Mentor

Florida Atlantic University

777 Glades Road

Boca Raton, FL 33431

[Date]

Mr. / Ms. FAU Professional Mentor

Director

ABC Corporation

123 Main Street

Anywhere, USA 12345

Dear Mr. / Ms. [Professional Mentor Name]:

Thank you for spending time with me on [Date]. It was a pleasure meeting you. I am very grateful for the insight you gave me into the field and for sharing your experiences with me.

I am taking your advice and (exploring my options / rewriting my resume / refocusing my job search) to better market my qualifications, skills, and abilities. I (called / plan to call) the people you suggested and will be making appointments to meet with them soon. Our conversation provided valuable insight and I appreciate you providing me with the opportunity to learn more from other professionals. I will inform you about the results of our meeting.

Thank you again for your participation in the FAU Professional Mentor Program and for your time and interest.

Sincerely (Respectfully),

(Signature goes here)

[Your Name]