

**SAMPLE THANK YOU LETTER:
EMAILING AN ALUMNUS FOR ADVICE ON
A JOB APPLICATION**

Dear Mr. Smith:

I located your name on Notre Dame's Irish Online alumni database. Last week I applied for a Museum Research Assistant position with the XYX museum through your website. This position is exactly what I have been looking for, a great fit for my education here at Notre Dame, my experiences and career goals.

Of course when applying online I am a little concerned about my application getting "lost" amongst other applications. I was wondering if you could provide me any insight or suggestions on how to best follow-up on this application and if there is anyone you would suggest I contact.

In case it would be beneficial, I've attached my resume. Thank you in advance for any advice you may have for me.

Sincerely,

Mary Domer