

**JONATHAN DOUGH**

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Date of Letter

Ms. Cynthia S. Kennedy, Manager  
Jones, Smith, and Doe, P.C.  
Certified Public Accountants  
500 E Main St #1111  
Norfolk, VA 23501

Dear Ms. Kennedy:

Dr. Tom Swanson, professor of economics at Lawrence University, suggested I contact you. He thought that you would be in an excellent position as an alumna to assist me with a career decision.

As an economics major, I am exploring which career path to pursue. Public service, management consulting, and IRS work all sound interesting to me at this point, but I want to go into my campus interviews next term with a clear sense of direction. I would like to get your advice on the long-term career implications of each path as well as a better handle on the day-to-day activities of a consultant.

Would you be willing to speak with me about your career path and offer advice regarding these fields? I will call you next week to see if we can arrange a brief meeting at your convenience. Thank you for considering my request.

Sincerely,

*(Handwritten signature in blue ink)*

Jonathan Dough