

Month DD, YYYY

123 Grand Avenue
Oshkosh, WI 54904

Julie Carter
Nursing Supervisor
Horizon Rehabilitation Center
111 Carroll Avenue
Milwaukee, WI 53200

Dear Julie Carter:

Thank you for taking time to meet with me yesterday to discuss the broad field of nursing. You provided me with a wealth of information and advice that will help me to determine the best approach to take in planning for a career in rehab nursing. As you suggested, I plan to locate a part-time job in practical nursing at a rehabilitation center next semester to help me further investigate this area and gain related skills while I finish my degree.

Thank you for referring me to David Summers and Jackie Chong. I look forward to speaking with them soon. I will keep you posted on the status of my career exploration.

Sincerely,

(your signature)

Craig Wilson