

Susan Smith

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Professor Will Brown
College of Education
University of New Mexico
Albuquerque, NM 87131

Dear Professor Brown,

Greetings from Denver! For the past two years I have been living in Denver working as an elementary school teacher. While I love my job, I am planning on returning to school to get my Master's degree in Educational Leadership. One of the schools I am considering is the University of New Mexico.

I would like to take you up on the offer you made when I graduated; that if you could be of any assistance, to let you know. I would appreciate the opportunity to talk with you about graduate school in general, as I have a lot of questions about the application process, the expectations and the financial cost. Also, I would love to speak with you specifically concerning UNM's program.

I will be in the Albuquerque area in mid-October. I will be calling your office in the next week to see if I can schedule an appointment to meet with you at that time. However, please feel free to contact me at 505-555-9034 or at ssmith23095@aol.com anytime as well. I am enclosing a copy of my current resume. Thank you very much.

Sincerely,

Susan Smith

*Follow-up letter sent by an alumni to a former professor
This is a fictional person and follow-up letter created by UNM Career Services*