

Dear Evans,

I just wanted to take a moment to send you a note expressing how much I appreciate the help you have provided during this time of job transition. Candidly, because of my business experience, I was somewhat hesitant to connect with a "transition coach." It didn't take long after we started working together, however, to realize how fortunate I was to have you involved in the process.

Probably the most outstanding characteristic you demonstrated was to convey a genuine interest in the direction I would be heading. Your candor was eye opening for me in terms of identifying the need to refine my approach to writing my resume and handling the interview process, but more so in drawing out and then supporting ideas that were creative and outside the box from my thinking going into our working together. Furthermore, your support and constructive criticism was truly a sign of a great coach.

It's one thing to say nice things, but I thought you might like to know some of the specifics that have meant a difference to me. I hope you don't mind bullet-points; here they are:

- Tweaking my resume, making it far more a meaningful advertisement of my skills and qualifications.
- Helping me to set goals and to develop a "marketing strategy" for maneuvering the road to the right career choice.
- Opening my thoughts to creating job opportunities, to include looking outside the corporate world and starting a consulting group.
- Prepping and role playing before going on interviews or consulting proposals, and calling me if I didn't get back to you promptly to find out how the meetings went.
- Providing spiritual support, a big part of reinforcing my faith that better things lay ahead.
- Coaching that led to identifying and reinforcing my strengths, as well as bringing to the surface areas in my demeanor or behavior (*"you know what I mean?"*) that needed changing or refining. I feel I'm a better manager and leader as a result of your work.

All this to say, at a time when such a life-change could have been viewed with a great amount of tentativeness, you helped me more than in any other way, by instilling a real sense of hope and excitement, expecting the search to be a positive experience and the transition rewarding. There is no doubt in my mind that your professionalism, coaching skills and caring spirit have contributed to building a relationship that I am looking forward to continuing.

Thank You for Your Friendship,

Jake Collins