Sample Thank You Email for an Informational Interview

Your Name:

Your Address:

Your City, State, Zip Code:

Your Phone Number:

Your Email:

Date:

Name:

Title:

Organization:

Address:

City, State, Zip Code:

**Dear Mr./Ms. Last Name:**

Thank you for speaking with me today. Your insights were truly helpful, and have confirmed my decision to gain additional work experience in the field before applying to graduate school.

I will regularly check the web sites you suggested for job leads, and have already contacted the ABC professional association regarding membership.

I will follow up in the near future to let you know about my progress. Thank you again for your assistance.

Sincerely,

Signature (hard copy letter)

Your Name