

Thank You Email Samples

Networking Thank You & Follow Up – Send within 24 hours

Dear Ms. Jacobs:

I enjoyed meeting you last week at the SHRM meeting and hearing about XYZ Corp's new software packages. I appreciated what you were saying about automation being the future of the field.

As I mentioned when we spoke, I am currently considering a double degree in computer science and management, but I am not sure if this combination would be valuable to potential human resource recruiters. I would really appreciate your thoughts and advice on this subject. Could I please take 30 minutes of your time to talk to you by phone or meet you for coffee before or after work one day so I may get your feedback and insight?

Thank you in advance for your time. I will call your office next week to schedule something if I don't hear back from you soon. I'm really glad I ran into you at the meeting as you seem to be very experienced in the fields I am learning about.

Best Regards,

Bobby Gateway

Follow up after Career Fair – Send within 24 hours

May 23, 20XX

Ms. Lisa Barnett
Aerial Communications, Inc.
3407 Louisiana
Houston, TX 77002

Dear Mr. Barnett:

Thank you for taking the time to meet with me at the Bauer School of Business Career Fair today. You were extremely helpful in explaining Aerial's Customer Service and Marketing Trainee Program. Now that I have a better idea of what the position entails, I am certain I would be an asset to your team and to Aerial.

My solid education in Marketing at the C.T. Bauer College of Business, along with the fact that I have worked my way through college, show the work ethic and determination you said are important to succeed at Aerial. As you suggested, I have submitted my resume through Aerial's Web site.

Thank you again for your time and consideration. I look forward to discussing the program with you further.

Sincerely,
Robert Fern

Follow up after Informational Interview – Send within 24 hours

Dear Mr. Petty:

Susan Smith was right when she said that you would be extremely helpful in advising me on a career in consumer products marketing. I appreciate you taking the time from your busy schedule to meet with me. Your advice and insight were most helpful, and I have incorporated your suggestions into my resume. I have attached a copy so you can see what has changed.

As you suggested, I will contact Judy Jetson at Spacely Sprockets next week regarding possible internships at their company and I will let you know what happens.

Thank you again, and I look forward to speaking with you again soon to let you know what Ms. Jetson says.

Sincerely,

Bobby Gateway

If you would like assistance crafting this or any other correspondence, please visit the Rockwell Career Center webpage at www.hirebauer.com to schedule an appointment with a Career Counselor.