



## **Example: Thank you email after an Informational Interview**

*The following is a general template example illustrating how you may format your own informational interview thank you email:*

Dear Ms./Mr. [last name]:

Thank you very much for taking the time to meet with me today. I appreciate your willingness to answer my questions and provide additional information about \_\_\_\_\_ [company name] and how your staff approaches taking on new clients. I especially appreciate your giving me the resources necessary to\_\_\_\_\_

I also wanted to thank you specifically for discussing professional strategy tips on \_\_\_\_\_ [topics] and I hope to continue our discussion again in the future. The resources and training development you recommended during our conversation is something I will further research.

Since I mentioned that I have extensive experience with initiating \_\_\_\_\_projects, please do keep me in mind if you hear of opportunities that might suit my interests. Of course, you may contact me anytime and I look forward to remain in touch and periodically update you on my progression.

Thank you again for your time and consideration.

Best regards,

Your name

Your phone number

LinkedIn link