

SAMPLE THANK YOU LETTER FOR INFORMATION INTERVIEWS

11-24-09

YOUR NAME

Street Address

City State Zip Code

(Area Code) Telephone Number

e-mail address

Date of Writing

(1-5 days after your interview)

Mr. or Ms. Interview

Title of Interviewer

Organization

Street Address

City, State, Zip Code

E-mail address if sending electronically

Dear Mr. and/or Ms. Interviewer:

1st Paragraph: Thank the mentor for the time he/she spent with you during your information interview visit. Please express appreciation for the courtesy and consideration extended to you.

2nd Paragraph: Briefly mention one or two facts that had a positive impact on you, to encourage these people to continue serving as mentors for others. You may want to describe how your own career decision making has become more focused, toward or away from this field, based on information that was shared during your conversation.

3rd Paragraph: If the individual has provided you with names of other contacts in the field, thank them for the referral(s). Thank the person you met for taking time out of their day to meet with you as well as for sharing their stories about their career experience.

Sincerely,

/s/ (you can sign the online form with a script font)

(Your handwritten signature)

Type your name