



INFORMATIONAL INTERVIEW THANK YOU TEMPLATES

DOCUMENT CREATION > OTHER CORRESPONDENCE



BEFORE YOU WRITE

Sending a thank you note within 24 hours of meeting a connection demonstrates professionalism, strengthens the bond created, and helps you be remembered.

TEMPLATE 1 | FOLLOWING UP AFTER AN INFORMATIONAL INTERVIEW

Subject: Thank You

Dear Ms. Costa,

It was a pleasure speaking with you earlier today. I truly appreciate that you took time out of your busy schedule to share your story with me and offer valuable insight about entering the XXXX field.

I will certainly follow your suggestion to XXXX and XXXX.

I look forward to staying in touch and have sent you a LinkedIn connection request.

Sincerely,
Joe Benitez

TEMPLATE 2 | FOLLOWING UP AFTER AN INTRODUCTION

Note: Sometimes you may receive another contact during an informational interview. If that is the case, in addition to sending your original contact a thank you note, keep them informed if you met with their contact and update them on your progress. It is a simple act of gratitude and professionalism that is often overlooked.

Subject: Thank You

Dear Mr. Perov,

It was a pleasure speaking with you earlier today. I truly appreciate that you took time out of your busy schedule to share your story with me and offer valuable insight about entering the XXXX field.

In addition, thank you for connecting me with XXXX. I will reach out to her/him immediately.

Best regards,
Faith Santos