

Sample Thank-You Email After an Informational Interview

Subject: Thank You for Your Time and Advice

Dear [Professional's Name],

Thank you for taking the time to speak with me today about your career and your experiences at [Company Name]. I truly appreciate your willingness to share your insights and advice.

I especially enjoyed learning about [mention something specific you discussed]. Your perspective gave me a better understanding of the field and has helped me think more clearly about my own career goals.

Thank you again for your generosity and encouragement. I appreciate your time and hope to stay connected as I continue exploring opportunities in the industry.

Best regards,

[Your Name]
[University Name]
[Email Address]
[LinkedIn Profile (optional)]

Subject: Thank You for Your Time and Advice

Dear Mr. Martinez,

Thank you for taking the time to speak with me yesterday about your career in human resources and your role as a Talent Acquisition Specialist at Horizon Healthcare. I truly appreciate your willingness to share your experiences and offer career advice.

I especially enjoyed learning about the skills employers value in entry-level HR professionals and hearing how your internships helped prepare you for your current position. Your advice about gaining experience through campus leadership opportunities and networking with professionals in the field has given me a better understanding of how to prepare for a career in human resources.

Thank you again for your time, encouragement, and valuable insights. I appreciate your generosity in sharing your experiences and hope to stay connected as I continue exploring opportunities in the HR field.

Best regards,

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Informational Interview Thank-You Email Guide

A thoughtful thank-you email after an informational interview is a simple way to thank someone for sharing their time and career insights while helping you build and maintain your professional network.

A professional thank-you email after an informational interview should include:

- A clear subject line (e.g., Thank You for Your Time and Advice)
- A sincere thank you for meeting with you
- A reference to something specific you learned or discussed
- A brief statement about how their advice or insights were valuable
- Appreciation for their willingness to share their experiences
- A statement expressing your interest in staying connected
- A professional closing with your name and contact information

Tips

- ✓ **Send your email within 24 hours** of the informational interview
- ✓ **Personalize each email** by mentioning a specific topic or piece of advice from your conversation
- ✓ **Keep it brief**—about 100–150 words are ideal
- ✓ **Be genuine** and express sincere appreciation for the person's time
- ✓ **Maintain a professional tone** throughout the email
- ✓ **Proofread carefully** before sending
- ✓ **Connect on LinkedIn** if you have not already, and include a personalized connection request
- ✓ **Stay in touch periodically** by sharing career updates or thanking them again if their advice helped you
- ✓ **Use a professional email address** - Ideally, use your Rowan email or an email that includes your name (e.g., firstname.lastname@email.com)
- ✓ **End professionally –**

Use a closing such as:

- Sincerely,
- Best regards
- Kind regards,
- Thank you,

Common Mistakes to Avoid

- Waiting several days to send your thank-you email
- Sending a generic message that could be sent to anyone
- Writing an email that is too long
- Asking for a job or internship in your thank-you email
- Using informal language, emojis, or texting abbreviations
- Forgetting to proofread for spelling, grammar, or the recipient's name
- Ending the relationship after one conversation instead of maintaining your professional network over time