

Sample Thank You Letter for an Informational Interview

62 Second Avenue
New York, NY 10003
(212)444-1212
jh@columbia.edu

September 4, 2003

Ms. Judy Sanchez
Director, Human Resources
New Tide, Inc.
62 Broadway
New York, NY 10002

Dear Ms. Sanchez:

Thank you for taking time from your busy schedule to discuss career opportunities in financial services. Your comments were insightful and gave me a strategy for my own job search. I will follow up on your suggestion to contact fellow SIPA alumnus Carl Wilson to seek out additional advice regarding opportunities in the field.

I am revising my resume to include your suggestions and will send you an updated version by early next week. Again, your comments and time were much appreciated.

Sincerely,

John Hynes