

Sample Letter of Thanks After an Informational Interview

Your return address

Date

Name, Title

Company

Address

City, State, Zip

Dear (Ms. or Mr.) _____:

Thank you for taking time to meet with me last Thursday to discuss a career in psychotherapy. I was impressed by your comprehensive knowledge of the different aspects of this field. Additionally, your advice and information will help me select classes and experiences that will enhance acceptance into a graduate program.

I appreciate the referral to Mr. Joseph Bandit, Director of Mental Health Services, and have already called his office to arrange a time to meet briefly with him. I will let you know how our discussion goes.

I would like to stay in touch with you and keep you posted on my career research. Thank you again for your time and valuable assistance.

Sincerely,

(Your Signature)

(Your typed name)