



Thank You Note Examples

Following an informational interview:

Dear Mr. Shinohara:

I enjoyed meeting with you yesterday. I really appreciated you taking the time to have coffee with me to talk about the field of chemical engineering. The more I heard about your personal and professional experiences, the greater my interest became in the field. Right after our meeting, I reviewed the website you recommended, from the American Institute of Chemical Engineering, to gain a clearer understanding of job titles and the structure of the industry. Thanks again for your time and assistance. I will keep you updated on my progress and hope to keep in touch.

Sincerely,
Ben Adams

(212) 854-1234
ba234@columbia.edu

Following an in-person or phone interview:

Dear Mr. Shinohara:

I want to thank you for interviewing me yesterday for the position of Chemical Engineer. I enjoyed learning about the needs of your department and the future of the company.

With my background in research labs at Columbia and as the Treasurer of Chandler Society for Undergraduate Chemistry, I believe my skills and experiences have prepared me for this role. I'm specifically interested in the professional development opportunities that this position offers, such as the annual conferences that employees are encouraged to attend.

Thank you again for the opportunity to discuss my candidacy for the Chemical Engineering position. I look forward to hearing from you.

Sincerely,
Ben Adams

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