

Sample Thank You Email (Follow-up)

Dear Dr. _____,

Thank you for meeting with me last week to learn about your career at _____, and the kinds of projects you have had the opportunity to work on. Our discussion helped me think about my doctoral work more broadly. I took your advice and reached out to your colleague, Dr. _____ at _____ – we are meeting next week. Your detailed information concerning the _____ was helpful, and I plan to apply for _____ when it opens next month.

I appreciate your willingness to meet with me and hope I can have the opportunity to return the favor in the future.

Sincerely,

Jane Smith

Helpful Tips

Always follow up with an email or hand written that you note.

Even if you feel you won't reach out to this individual again, you never know where your next opportunity may come from.

Point out what you have in common or learned from them and acted on when following up. It makes you more memorable

Keep in mind, the highlighted portion can change depending on the interview.