

Career Center

Follow-up: Sample Informational Interview Thank you Note

Temple Templeton

temple@temple.edu

2301 Temple Street | Philadelphia | Pennsylvania | 19115
(215) 204-7981

March 2, 2009

Ms. Jennifer Smith Center
Director of Development
Shermer Community Enrichment Center
12 Smith Street
Philadelphia, PA 19104

Dear Ms. Smith:

I enjoyed talking with you today, regarding my interest in working in a nonprofit organization. I greatly appreciate your taking time out of your busy schedule to speak with me.

Your reflections on your experiences in working in the field of sustainable development brought to life everything I have been reading about careers in the public sector. It was also gratifying to learn that working in a nonprofit is one of the best ways to develop a broad range of skills that prepare one for any number of subsequent career paths.

I will certainly follow up with the two contacts you gave me, and I will keep you informed of my progress as my search proceeds. Thank you again for so generously sharing your time with me. Our conversation was both informative and encouraging.

Sincerely,

Temple Templeton

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