

Sample Thank You Email (Follow - up)

After you have met with the professional or alumni and had a chance to learn more about the position, industry or field, your next step is to FOLLOW UP with them using a thank you email or hand written note. You should always thank people for their time, even if you have decided you don't want to pursue careers in that direction. You never know where your next opportunity will come from and establishing a professional network is key to navigating successful career choices throughout your professional life.

Thanking someone for their time is the easiest way to follow up, communicates professionalism, and is an opportunity to plant seeds for future interactions.

When following up with an alumni or professional, communicate these three things:

1. Thank them for their time and any specific resources, tips or contacts they shared highlighting what you had in common.
2. Demonstrate how you plan to use their advice, or share additional resources that are related to your conversation.
3. Do not ask for a job, or send your resume unless it was something they offered during your meeting. You are still building a relationship and asking for a job is premature.

Dear Dr. _____,

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

Kelly Engineer