SUBJECT: Thank You!

Hello CONTACT NAME,

Thank you for meeting with me for an informational interview. You were incredibly helpful and have given me much to consider as I prepare for my transition.

Throughout our meeting/call, I felt very motivated, loved your quotes and suggestions, and couldn’t stop agreeing with you. You really helped open my eyes to the breath of opportunities and better direct my investigation moving forward.

Some of the takeaways for me include:

* Include 3-5 max

Moving forward, I have the following as next steps from our meeting.

* Thank you for offering to review my resume. See attached and let me know if you need anything else.
* I appreciate you offering to connect me to COMPANY/CONTACT NAME.
* I will look into RESOURCE as you recommended.

I would love to keep you updated about my progress over the next few months and as I research the RESOURCE you have suggested. If you have additional resources you can send my way, I would greatly appreciate that!

Thank you and talk to you soon.

Sincerely,

YOUR NAME