

Sample Thank You Emails

After an Informational Interview

Dear Ms. Attorney,

Thank you for taking the time to meet with me yesterday. I enjoyed learning about your practice, particularly _____. In addition, it was great hearing more about _____.

I appreciate you being so generous with your time, and hope to have the chance to speak with you again.

Best regards,
Stu Dent

Or

Dear Mr. Lawyer,

Our meeting this afternoon was very informative, and I particularly appreciated learning more about _____. Thank you for agreeing to talk with me about your practice and the path you took in becoming a ___attorney.

I hope to have an opportunity to speak with you again soon.

Sincerely,
Tula Ellis

After a Job Interview

Dear Mr. Esquire,

It was a pleasure to meet with you yesterday. Thank you for interviewing me for the ___position. I was excited to learn _____ about the firm / org and am confident that I would be a great fit for this position because of _____.

It would be an honor to join the team at firm / org. I hope to hear from you soon.

Kind regards,
Grady Jewett

Or

Dear Ms. Jones,

Thank you again for taking the time to interview me for a position with your office. After meeting with you and learning _____, I am even more convinced that I could make a valuable contribution to your team due to my _____.

If I can provide any additional materials to help you with your decision, please do not hesitate to contact me. I look forward to hearing from you and hope to have the opportunity to work for firm / org.

Respectfully,
Thor D. Eyer