

**Sample email thank you note for informational interview:**

Dear Mr. Watson,

Thank you for meeting with me today to talk about your work as the Ethnic Arts Center's Public Relations Director. I now have a much better understanding of the PR field, particularly within a large nonprofit arts organization. It was helpful to hear that an entry-level position often requires some experience in media relations. I have decided to take on those responsibilities for the annual fundraising event sponsored by my student organization. I have also contacted your colleague, Cindy Juarez, at the East Asian Art Gallery to set up a meeting to speak with her.

I very much appreciate having had the opportunity to talk with you. Thank you again for your time and advice.

Sincerely,

Tamar Espinoza