

Dear [Name]

It was so nice to meet with you today! Thank you for taking the time to answer my (many) questions, tell me about your career path, and talk about what it's like at [Company] – it seems like an amazing place to work. [Thank you for letting me shadow you in your job.] I especially loved learning about [something that you enjoyed talking/hearing/learning about].

I look forward to staying in touch as I continue [my job search/figuring out my next step]. I definitely plan on using your advice to [piece of advice that stuck with you]. And if [Company] has any [job/internship] openings in their [department] down the road, I hope you will let me know so that I can apply.

Sincerely,

[your name]