

Dear \_\_\_\_\_,

I wanted to write a brief e-mail and thank you for your time on Wednesday. It was excellent speaking with you, and I appreciate all of the suggestions you shared with me.

Learning about your position helped me confirm that the HR field is the area I want to pursue. Specifically, I have an interest in the attraction, development, and retention of talent.

The work you do is fascinating, and you've inspired me to research roles similar to the job you are doing. I especially like the project you are leading that is focused on attracting more diverse talent into STEM roles at Company X.

In closing, thank you again for your time. I look forward to staying in touch with you. Please let me know if you have any recommendations of other people I should meet in the field, or any organizations I should join. In-kind, please let me know if there is ever any help I can provide you. **(NORM OF RECIPROCITY)**

Regards,

Kyra Leigh Sutton