

Letters, Notes & Emails

It is always courteous to write a note of **gratitude** to an employer as a way of following up after your interaction (job shadowing, interviewing, brief conversation, informational interview, etc.). You can mail a note or letter or send an email. Whatever form you decide on, do your best to write and **send it immediately** while the experience is fresh in your mind (**within 1-2 days**).

SAMPLE 1

Dear [insert name],

Thank you for the opportunity to interview for the [Job Title] position with [Organization Name]. I enjoyed meeting with you, [Dr. Mr. Mrs. Ms. Employer 2], and [Dr. Mr. Mrs. Ms. Employer 3], and especially enjoyed learning more about the challenges and opportunities this position offers.

My enthusiasm for the position has been strengthened considerably after our interview, and I am confident my education and experience continue to match those required for the [Job Title] role. As you may recall from the interview, my experiences as a [Job Title] with [Organization Name] and my volunteer experiences have given me the knowledge necessary to meet the growing demands of this position and your organization. I am confident I will be able to make significant contributions to your [students, clients, customers, members, etc.].

I would like to take this opportunity to reiterate my strong interest in the position and in working with you and your staff. Please feel free to contact me at [phone #] if I can provide you with any additional information. Again, thank you for your time and consideration. I look forward to hearing from you soon.

Sincerely,

[Your Signature]

[Your Name]

SAMPLE 2

[Date]

[Name of Person]

[Name of Company]

[Address]

[City, State Zip]

Dear [insert name],

You were extremely generous with your time today. Your comments were informative, helpful, and served to enlighten my interest in the career of [degree program/field of interest]. Your insights on [discussion topic during interaction 1 and discussion topic during interaction 2] were particularly intriguing.

When it is time to launch my career prior to graduating with my B.A. degree, I would like to meet again. Also, I am very interested in an internship in [degree program/field of interest] and if it is possible to intern at [Name of Company], please do not hesitate to contact me. Again, your time and expertise are greatly appreciated. Thank you!

Sincerely,

[Your Signature]

[Your Name]

Additional Resources

- Grammarly | [How to Write a Great Thank You Letter](#)
- The Balance | [Professional Thank-You Letter Examples and Writing Tips](#)
- Chegg Career Match | [How to Write a Thank You Email after an Interview \(Samples Included\)](#)
- The Muse | [How to Politely Decline a Job Offer \(With Example Emails\)](#)