

Subject Line: Thank You for Interview

Dear Ms. Smith:

Thank you for meeting with me this morning, at the University at Buffalo School of Management Career Resource Center, to discuss my qualifications for your marketing internship.

After discussing the opportunity with you, I am confident that I am an excellent match for the internship. The similarities in the marketing class project that I just completed and the proposals that you have planned are noteworthy.

Unless I hear from you sooner, I will contact you the week of March 6 to follow up on a potential second interview, where I could further explain how I might contribute to your company. Should you require any additional information about my qualifications, please do not hesitate to contact me by email or phone at 716-123-4567.

Best regards,

John Snow