

Thank You Letter Guidelines

P.O. Box 490000
Mount Berry, Georgia 30149
February 4, 2001

Name
Title
Organization
Address
City, State, Zip

Dear:

In the first paragraph, thank the reader for the interview, internship experience, or whatever. Be sure to mention the date of the experience. Tell them that you enjoyed meeting with them and learning more about the job and/or organization.

In the second paragraph, choose something that you particularly remember from the experience and discuss it. For example, for a job interview, if you learned that the job will entail a lot of organizing and planning, you will discuss how your skills meet that particular aspect of the position. You might also mention how your interest and enthusiasm has increased as a result of the interview.

For an internship or externship, state how the experience helped you in enhancing your skills and how it affected your career goals. This paragraph does not need to be too long.

In the final paragraph, reiterate your interest in the position (for an interview). State what you understand to be the next step in the process (e.g. I understand that you will be interviewing candidates for the next few weeks and hope to reach a decision by the end of the month.) Tell them to contact you if they require any further information and give your phone number. For an internship or externship experience, simply reiterate your appreciation for their assistance and that the experience really helped you with your future goals. Be sure to thank them again for their time and assistance or consideration of your candidacy.

Sincerely,

Jane Q. Student