

Sample Internship Thank You Letter

Date

Name

Title

Organization

Address

City, State, Zip Code

Dear Mr./Ms. Last Name,

I want to thank you for giving me the opportunity to serve as marketing intern at Ivy League College's Marketing and External Affairs Office. I have gained valuable insight into the marketing industry over the past six months.

Because you gave me the opportunity to work on a variety of projects, I had the chance to observe numerous aspects of college marketing, from publishing magazines and brochures to maintaining the college website. You and your staff were very welcoming and helpful, and offered me terrific career advice.

This internship has definitely increased my interest in pursuing a career in marketing. I would love to stay in touch, and perhaps speak to you regarding steps I should take in the future to pursue a career in marketing. Once again, thank you for an excellent six months.

Sincerely,

Your Signature (for printed letters)

Your Typed Name