

Sample Thank You Letter

Career Services
University of North Georgia

P.O. Box 490000
Dahlonega, GA 30597
February 4, 2012

Interviewer Name
Title
Organization
Address
City, State Zip

Dear _____:

In the first paragraph, thank the reader(s) for the interview, internship experience, or whatever you met with them about. 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 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). Ask to please contact you if they require any further information and give your phone number. For an internship or shadowing experience, simply reiterate your appreciation for their assistance and that the experience really helped you with your