

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 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 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. If you've completed an internship or job shadowing, 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.) Ask them 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 future goals. Be sure to thank them again for their time and assistance or consideration of your candidacy.

Sincerely,

*Jane Q. Student**

Jane Q. Student

*If you are mailing or dropping off your thank you letter, you should sign your name here. If you are e-mailing it, you can either scan your name and then paste it here, or type your name and put it in a cursive-like font.

*For more information, visit Career Services at
www.ung.edu/careers*

*Do not reprint the following Accessibility Statement on your Thank You Letter: If you need this document in another format, please email Caitlin Blank, caitlin.blank@ung.edu, or call 706-864-1951.