

THANK YOU LETTER

421 N. Woodland Blvd., DeLand, FL 32723
(386)822-7315 career@stetson.edu

Date

Mr. or Ms. Employer
Title
Organization
Street Address
City, State, Zip

Dear Mr. or Ms. Employer,

First paragraph. In one to two sentences, thank the employer for taking the time to meet and interview with you. Restate that you appreciate their time, and that you are grateful for the knowledge they shared about the company/organization/internship. Express excitement about the opportunity.

Second paragraph. Be specific. In two to three sentences, explain what information was most helpful from the interview, and restate your interest in specific job-related duties, projects or initiatives that were mentioned. For example: "As the Activities Coordinator, I am confident that I could gain the community support and participation you desire for the new City Clean Up program."

Third paragraph. In two to three sentences, restate how the position closely matches your career interests, goals, and experiences. Include a statement of follow-up per the employer's request (i.e., references) and any additional contact information. Thank the employer and express interest in hearing from them soon.

Sincerely,

Your signature

Your name (typed)