




Thank You Letter Examples

EMAIL EXAMPLE

To  employer x Bcc

Cc


Interview Follow Up


Dear Mr. Smith,






I wanted to reach out and say thank you for taking the time to meet with me yesterday to speak about the Civil Engineering Internship position at {insert company name}. After speaking with you and your team yesterday, I am confident that my skills in {insert} and {insert} make me the perfect match for this position.

In addition, it was exciting to hear how collaborative, face-paced, and goal-oriented your office culture is, as it sounds like a great fit for both my personality and work ethic. If hired, I will leverage my academic and previous experiences to provide a unique perspective and make an immediate impact as your Civil Engineering Intern.

Please don't hesitate to reach out if you have any additional questions about my candidacy, and I look forward to hearing from you all soon!

Sincerely,
Olivia Brown 



Send
Discard






Draft saved at 8:54 AM

NOTE:

Email the employer within 24-48 hours using a professional email address (which can be your UVM address). Make sure there are no spelling mistakes by double checking your work in Word or a Grammar Checking App.



Thank You Letter Examples

LETTER EXAMPLE

Dear Ms. Smith,

Thank you for taking the time to interview me for the {insert job title} position. I enjoyed learning about your company culture and long term goals, which make me excited about a potential future with your company. I feel confident my experiences in {insert} and skills with {insert} would be a great asset and addition to your team.

I look forward to hearing back about your next steps, and please don't hesitate to reach out if you need additional information.

Sincerely,

Adam Jones

NOTE:

Mail letter within 24 hours so employer(s) receive it as soon as possible. Make sure handwriting is clear and legible and triple check your spelling is correct.