

# Interview Thank You Email/Note

(send within 1-2 days after interviewing)



## Student Instructions:

*This thank you note should be written by you and sent to the industry professional(s) within a day or two of your interview.*

*The note can be emailed or can be handwritten and mailed.*

*In both cases, you should check spelling and grammar and have your teacher review. For mailed thank you notes, your teacher can assist you with properly addressing the envelope.*

## Template:

Dear **name of industry professional (for example: Mr. Smith, Dr. Jones)**,

*1-2 sentences to share the purpose of writing this letter and express your appreciation.*

Example: "I appreciate you taking the time to speak with me about the summer internship at **company name.**"

*2-3 sentences to describe what you learned in the interview and reiterate why you are interested in the internship, and that you have the experience to do well in the role*

Example: "Our conversation confirmed that I could contribute a lot..."

*1-2 sentences to thank them again for their time.*

Example: "Thank you so much for the interview and ..."

Sincerely,  
**Your name**

## Full example:

Dear Ms. Lane,

I appreciate you taking the time to speak with me about the summer internship at the *Daily Planet*. It was helpful getting to learn more about the opportunity and your insights on a career in journalism. Our conversation confirmed that I could contribute a lot to the *Daily Planet* as an intern while building on the writing and editing skills I have been developing as part of the Student News Club at Greenville High School Academy of Arts, Media, and Entertainment. Let me know if you need any additional information from me. Thanks again for interviewing me and I look forward to hearing from you.

Sincerely,  
London Evans