

THANK YOU CORRESPONDENCE

SAMPLE THANK YOU EMAIL (OR LETTER)

NOTE: Please be sure to write an email or letter that reflects your meeting/experience and includes these key elements – thank the professional, highlight something from your conversation, restate why you are a strong match for the organization and position, and include your contact information/next steps.

Job/Internship Interview Example

Dear Mr./Ms./Dr. [insert their last name],

Thank you for taking time out of your day to interview me for [fill in the name of the position] on [insert date]. I appreciated the opportunity to [highlight something from your conversation]. As I mentioned in the interview, [restate why you are a strong candidate]. After learning about [highlight a job responsibility], I am excited about the opportunity to contribute to [name of organization].

If you have any further questions, please contact me at student@student.shu.edu or (123)456-7890. Thank you once again for this great opportunity. I look forward to hearing from you [fill in the timeframe that the employer discussed].

Sincerely,

Your Name

Informational Interview Example

Dear Mr./Ms./Dr. [insert their last name],

Thank you for taking time out of your day to meet with me to [fill in the purpose of your meeting]. I appreciated the opportunity to [highlight something from your conversation]. I enjoyed learning more about the field of [fill in] and the different opportunities available. Based on our conversation I am planning to [fill in the next steps you discussed].

I will plan to follow up with you after I [highlight something you plan to do next]. Thank you once again for this great opportunity. If you have any questions for me, please contact me at student@student.shu.edu or (123)456-7890.

Sincerely,

Your Name

Networking Event Follow Up Example

Dear Mr./Ms./Dr. [insert their last name],

Thank you for taking time out of your day to attend the [name of event] at Seton Hall University on [date]. I appreciated the opportunity to talk with you about [highlight something from your conversation]. Based on our conversation (or “As you requested”), I am planning to [fill in the next steps you discussed].

I will follow up with you after I [highlight something you plan to do next]. Thank you once again for sharing your time with me. If you have any questions for me, please contact me at student@student.shu.edu or (123)456-7890.

Sincerely,

Your Name

*For additional tips, please call The Career Center at 973-761-9355
or stop by 209 Bayley Hall to schedule an appointment with your career advisor.*