

Passport to Internship Success

Thank you Letter

[Today's date]

(4 spaces)

[Full name of interviewer]

[Person's title]

[Name of company]

[Department (if appropriate)]

[Street address of company]

[City, State, Zip]

(double space)

Dear [name of interviewer],

(double space)

Paragraph 1: 2 sentences about why you are writing this letter. Thank you for the opportunity to interview.

(double space)

Paragraph 2: 2-3 sentences to describe your experience, citing examples of what you learned. How did the interview impact you? How will this experience help you in school and in the future?

(double space)

Paragraph 3: 2 sentences to thank them again for taking the time out of their schedule to participate in the interview. Explain that you look forward to future opportunities with their company or organization.

(double space)

Sincerely,

(4 spaces)

[Your name]

Note to student:

Make sure that you use spell check and have your teacher read over your letter before sending it.

If you are sending it as an email, make sure you put "Thank you for the opportunity to interview" in the subject line.

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Ms. Amy Toliver
Manager
The Gap Corporation
1 Powell Street
San Francisco, CA 94110

Dear Ms. Toliver,

Thank you for taking the time to speak with me yesterday about the sales associate position with the Gap. I enjoyed learning more about the position and company.'

I am confident that my skills and experiences are a great match for the position. I believe my customer service skills and bilingual skills in English and Spanish make me an excellent candidate for the sales associate position.

I would like to thank you once again for interviewing me. If you need any further information, please feel free to contact me. I look forward to hearing from you in the near future.

Sincerely

Selena Gomez
Burton High School
(415) 555-1234
selenagomez@gmail.com