



CVHS Senior Internship

Interview Thank You
Letters



Why Send a Thank You?

- ❑ After the internship interview is over, you're not done. It's not the time to relax yet.
 - ❑ Send a thank you note or letter.
 - ❑ Only 4% of people send one, therefore you should send one because most people don't.
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Purpose

- Show appreciation for employer's interest in you
 - Restate your interest in the internship
 - Review and remind the employer of your qualifications
 - Demonstrate that you have good manners and know to write a thank you
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Be Quick

- Send promptly (within 2 business days)
 - Electronic and traditional deliveries are both acceptable
 - Obtain needed information
 - Ask for business card
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Hard Copy, Handwritten, E-mail?

- Hard copy more formal, most appropriate after an interview
 - Use business letter format
 - E-mail when that has been means of contact with the interviewer or the interviewer expresses a preference for e-mail
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Guidelines for Thank You Letter

- Write clearly and concisely
 - Be sincere
 - Use quality paper
 - Proofread
 - Be specific and include details from interview
 - Address letter to specific person
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