

## **Thank You Letter Format**

Your Address  
Your City, State, Zip Code  
Your Phone Number  
Your Email

Date

Name of Interviewer  
Title  
Organization  
Address  
City, State, Zip Code

Dear Mr./Ms. Last Name:

**First Paragraph:** Express thanks for the opportunity to interview for the internship. Convey your enthusiasm about the position. You can mention an interesting topic or memorable moment from the interview.

**Second Paragraph:** Review your qualifications with specific examples of courses you have taken, skills you possess or work or volunteer experiences that relate to the internship. Describe how you would be an asset to the organization.

**Last Paragraph:** Thank the interviewer once again for considering you for the internship. State your confidence in the ability to be an asset to the organization. Tell the reader you look forward to hearing from them and that you will follow up.

Sincerely,

(sign your first and last name)

Your name

### **Important Reminders for your thank you letter**

**Center the letter vertically on the paper**  
**Avoid errors in spelling, grammar and punctuation**  
**Avoid abbreviations**  
**Use your own words**