



# Thank You Emails

## *After the Interview*

- Send a thank you email **within 24 hours** of an internship interview to make an impression.
- Handwritten vs. Email
  - While handwritten notes are appreciated, it is completely appropriate to share your gratitude via email. This is specific to the nature of interviewing remotely and also due to the sometimes fast-paced nature with which internship site partners can select their interns.
- Write a separate personalized thank you email to each interviewer with specific references to the interview. The thank you emails do not need to be completely different. You can write a few similar paragraphs for each note, but you should always add some personal anecdotes from your interview (ex: shared interests).
- Content
  - Reiterate qualifications.
  - Highlight memorable moments in the interview.
  - Reaffirm interest in position.
  - Show gratitude for interview and reiterate any timeline for selection that was shared.

### Example of a Thank You Email:

#### Example 1:

Dear Ms. Jones:

Thank you again for the opportunity to interview for the internship position at ABC Company. I thoroughly enjoyed our conversation about the networking opportunities and project possibilities associated with this role.

My education has prepared me well for the duties of this internship. As we discussed, I have focused my academics on business administration and finance. I have a special focus on wealth management and corporate finance, which aligns with your organization. With my background and experience, I believe that I could be a strong asset to your team.

I look forward to hearing from you - should you have any questions you can reach me directly at (123) 123-1234. Thank you again for your time and consideration.

Sincerely,  
Tim Smith

Example 2:

Dear Mr. Hamilton:

Thank you so much for taking the time to speak with me about the policy internship position with Cloud LLC. I appreciate your candor when discussing the future direction of your department.

As shared in the interview, I have held a previous internship focusing on foreign policy relating to the Middle East. I was able to develop my communication, research, and teamwork skills. I aim to bring these skills to your company and contribute to the organizational mission.

Once again, thank you for speaking with me. I look forward to hearing from you regarding next steps. If you have any questions feel free to contact me at (123) 123-1234.

Sincerely,  
Patricia Jackson