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