

Sample thank you note
after a career fair

Dear Ms. Green

April 7, 2016

Thank you for speaking with me about Local Health System's internship opportunities at the Missouri Southern State University Spring Career Fair on April 6, 2016.

I am very interested in your internship program and would greatly appreciate more information on applying.

I look forward to hearing from you soon. I can be reached at 417-555-0123 or ggold@email.com.

Sincerely,

Garrett Gold



Sample thank you email
after an interview



Send

To...

smith@smithmarketing.com

Cc...

Subject

Thank you - Junior Marketing Manager Interview

Hi Mr./Ms. Last Name:

Thank you so much for meeting with me today. It was a pleasure to learn even more about Smith Marketing and the Junior Marketing Manager position. I'm very excited about the opportunity to explore a potential career with your team.

In addition to my enthusiasm, I will bring to the position strong writing skills, assertiveness, and the ability to encourage others to work cooperatively with the department.

Again, I appreciate the opportunity to have shared my background and interest in the Junior Marketing Manager position with you. I am very interested in working for you and look forward to hearing from you regarding this position.

Sincerely,

Your Name

Email Address

Phone Number