

## **SAMPLE THANK YOU LETTER**

*email version*

Ms. Collins,

It was a pleasure to meet you this afternoon at the University Career Center. I was your last interview of the day. I am the English major currently working as an intern in the NC State Alumni Association.

I am very excited about the Publishing Assistant position at SAS. It is a great match with my career interests and strengths. I am eager to contribute the technical skills I have acquired at NC State as well as leadership experience developed in my sorority.

If I can provide additional information, please let me know. I look forward to hearing from you soon.

Thank you,  
Sarah Milton

888 Peace St.  
Raleigh, NC 27605  
(919) 555-1234