

SAMPLE THANK YOU LETTER

email version

Ms. Collins,

It was a pleasure to interview with you at the University Career Center today. I am graduating in May with a B.S. in English and currently working as an intern at the NC State Wolfpack Club.

I am very excited about the Publishing Assistant position at SAS. This is a great match with my strengths in technical writing and editing. I am eager to contribute these technical skills as well as leadership ability developed through my fraternity.

I appreciate the time you spent with me and look forward to hearing from you soon. If I can provide additional information, please do not hesitate to ask.

Thank you,
Drew Fleming

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