



# FOLLOW-UP THANK YOU EMAILS

*Sending a follow-up thank you email to employers after an interview supports your interest in their job opening. It also shows employers that you valued their time and effort given on your behalf.*

## **Sample “thank you” email:**

**Subject:** Thank You from **Your First and Last name**

Mr./Ms. **Last Name, position title**

123 Corporate Drive, Suite 304

456 Main Street

Portland, MA 01234

Dear Mr./Ms. **Last Name,**

Thank you for making the time to meet with me regarding the engineering co-op position at EMC Corporation. My conversation with you and the engineering team has confirmed my interest in the position and EMC.

As we discussed, my previous co-op experience with J&B Brown has allowed me to develop my technical skills in hardware design and increased my time management abilities as I worked on time sensitive projects. I believe that my skills will be a good match for the engineering co-op position.

I would like to be a member of the EMC team because I am passionate about the work you do and welcome an opportunity to bring my thirst for learning and engineering to the organization. I look forward to speaking with you in the near future. Thank you, again, for your interest in my candidacy.

Sincerely,

**Your First and Last name**

## **Sample follow-up email (post interview):**

**Subject:** Status of Engineering Co-op Position

Dear Mr./Ms. **Last Name,**

Thank you again for the opportunity to interview on December 02, 2013 for the engineering co-op position. I am writing to inquire about the status of my candidacy.

I am very interested in the position and believe I can contribute to the team. Please let me know if I can produce additional information regarding my skills, education, and experience.

Sincerely,

**Your first and last name**