



SAMPLE EMAIL 'THANK YOU' MESSAGE TO AN EMPLOYER AFTER AN INTERVIEW

Dear Mr. Smith:

I enjoyed meeting with you on Friday, May 3, 2011 to discuss your available summer internship. As we discussed during our meeting, I am very interested in applying my marketing research skills and SAP training to the shopper insights project your team has planned for the summer.

I am looking forward to hearing from you soon regarding the next steps in the interview process. If you have any questions for me, please feel free to contact me at 479.555.5555 or youremail@uark.edu.

Thank you for your time and consideration.

Sincerely,

Rich Razorback