

SAMPLE FOLLOW UP

THANK YOU LETTER

THANK YOU LETTER TIPS:

- Be sure to obtain a business card or contact information from your interviewer
 - Send the thank you note within 24-48 hours of your interview
 - Feel free to attach your resume to the thank you note to bring it in front of the employer one more time
 - Ideally, highlight something that will make the interviewer remember you
 - Use the sample letter below as a *guide* and be sure to write the thank you in ***YOUR OWN WORDS***
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-Sample Thank You Letter-

Andrew Anderson
555 Mamaroneck Ave
Mamaroneck, NY 10543

February 24, 2012

Ms. Smith
Director, Helping Hands Community Center
700 Moore Avenue
New Rochelle, NY 10801

Dear Ms. Smith,

Thank you for taking the time to meet with me at the 2012 Iona College Career & Internship Expo. I certainly appreciate your time and attention in the midst of so many students in attendance.

I found it extremely beneficial that you were so thorough in explaining the opportunities for Psychology students at The Helping Hands Community Center. Now that I have a firm understanding about what this internship entails, I am even more confident in my ability and excited about this position.

I look forward to visiting The Helping Hands Community Center, as well as learning more about your organization. I have attached my resume for your review and if you have any questions please do not hesitate to contact me by email, aanderson@iona.edu or phone at (914) 555-5555.

Thank you again for your time and consideration,

Andrew Anderson