

SAMPLE THANK YOU NOTE

Jane Jones
500 Salisbury Street, Box 1234
Worcester, MA 01609



Email vs. Handwritten Note?
This might depend on the hiring timeline. Email is acceptable, especially if your handwriting isn't particularly neat.
A well written handwritten note will likely stand out.

September 20, 2021



Send your note within 24-48 hours of your interview

Ms. Emily Wright
Enterprise Holdings,
Inc. 400 Rental Road
Chelsea, MA 01115

Dear Ms. Wright,

Thank you for taking the time to interview me on September 19, 2021 for the Management Internship Program position at Enterprise Rent-a-Car. I enjoyed meeting with you and learning more about the company and internship opportunity.

I really enjoyed learning about your experience as an intern and your career path at the company. It was great to hear that interns are given a lot of responsibility and the opportunity to network with team members from other locations. Because of the importance of customer service in the role, my experience at Stop and Shop and leadership roles on campus make me an outstanding candidate for this position. I am confident that I will be a valuable member of the Enterprise team, adding energy and enthusiasm in all aspects of the job.



Elaborate on important points from the interview to show your enthusiasm and interest, and to remind the interviewer who you are. Sometimes they can have multiple interviews in one day!

Thank you again for your time and consideration. I am very excited about the Management Internship Program and look forward to hearing from you soon. Please feel free to contact me at (123)456-7890 or Jane.Jones@assumption.edu if you have any additional questions about my qualifications.

Sincerely,



Keep your note to about half a page in length

Jane



If you were interviewed by more than one person, you should send a personalized thank you note to each