

Wentworth

Co-ops & Careers

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./Mx. **Last Name, position title**

123 Corporate Drive, Suite 304

456 Main Street

Portland, MA 01234

Dear Mr./Ms./Mx. **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

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Sample follow-up email (a few weeks 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, 2021 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