

Personalize your thank you notes with specific information discussed with each interviewer. Even if discussions were the same, your thank you notes should not be. Putting the time and effort into personalizing notes shows that you were paying close attention to the information conveyed by each interviewer and will benefit you when the interviewers compare notes (which they will do).

February 2, 20XX

Mr./Ms. First Name Last Name
Name of Organization
Street Address
City, State Zip Code

Dear Mr./Ms. Last Name:

I sincerely enjoyed meeting with you on Monday, February 1st and learning more about the journalism internship at the *New York Times*. Our conversation further solidified my desire to become a member of an organization that upholds the highest standards of journalistic integrity and a reputation of excellence in reporting original and well-researched pieces.

I would relish the opportunity to work side by side with, and receive advice from, highly regarded journalists whose writing has served as the model from which I have constructed my own unique style. In addition I was particularly please with the level of responsibility given to interns and the opportunity to publish full articles, which is something I've had experience with through my work at the Yale Herald, and am eager to engage in again. The emphasis on teamwork to share leads, valuable contacts, and research is one that I feel is unique, yet essential, in the field of journalism; to find an environment where teamwork is highly valued further indicated to me that the department philosophies are aligned with my own.

The combination of my educational background and work experiences has prepared me to take the next step in my career; the Internship Program with the *New York Times* is the ideal place for me to grow professionally. Please contact me if there is any further information I can provide. I look forward to hearing from you.

Sincerely,

Elton Yale
PO Box 2xxxxx
New Haven, CT 065xx
(555) xxx-xxxx
first.last@yale.edu

Elton's thank you letter reiterates his interest in the internship program and mentions specific topics discussed in the interview that were particularly appealing to him.

Elton briefly mentions past experiences that have prepared him for the responsibilities of the internship, but does not readdress all his skills and experiences. Thank you notes should be primarily focused on your interest in the position and organization with less attention on reviewing your qualifications.

For an informational interview thank you letter, discuss how you benefited from the experience and thank your contact for any referrals or other guidance he/she provided to you.

April 13, 20XX

Mr./Ms. First Name Last Name
Name of Organization
Street Address
City, State Zip Code

Dear Mr./Ms. Last Name:

I sincerely thank you for taking the time to speak with me on Friday, April 12th about your career in corporate finance at ABC Corporation and sharing the knowledge of the field you've gained along the way. Your advice on work experiences and specific areas of study that most benefited you in building your career has helped direct my summer internship plans; your guidance also influenced me to evaluate my own skill set and recognize areas where I need further development.

I found your insights into future industry trends be intriguing and have since began supplementing my daily reading with the articles and publications you've recommended. Also, per your recommendation, I have arranged an informational interview with your colleague, Jon Edwards, and will be meeting with him next week. Thank you again for that valuable connection and I will follow up with you afterwards to inform you of the outcome. I look forward to seeing you at the next Yale Club Networking Reception.

Best Regards,

Elli Yale
PO Box 2xxxxx
New Haven, CT 065xx
(555) xxx-xxxx
first.last@yale.edu

Don't forget to provide your contact information so that the employer or contact can easily follow up with you.

Dear Dr. Last Name:

I shadowed you on several occasions at XYZ Hospital in June 20XX. It has been awhile since I've spoken with you and wanted to update you on my plans.

I would like to announce that I will soon begin medical school at the ABC College of Osteopathic Medicine in Anytown, New York. I have also accepted a Navy scholarship and I will be commissioned on June 13th aboard the U.S.S. Constitution in Boston. I can not express how excited I am to be on my way towards both service as a doctor and serving my country.

Through your help I have made it here. The experience of shadowing put me on the right track. But more than that, I am grateful for the faith of people like you who helped me when my goal was in its infancy.

Sincerely,
Ella Yale

This email demonstrates how you can maintain periodic contact with those in your network. It is essential to nurture these relationships, as you may need these contacts in the future.