



RUTGERS

School of Management
and Labor Relations

CAREER SERVICES

THANK YOU NOTES

SAMPLE THANK YOU EMAIL (OR LETTER)

NOTE: Please be sure to write an email or letter that reflects your meeting/experience and includes these key elements – thank the professional, highlight something from your conversation, restate why you are a strong match for the organization and position, and include your contact information/next steps.

JOB/INTERNSHIP INTERVIEW EXAMPLE

Dear Mr./Ms./Dr. *[insert their last name]*,
Thank you for taking time out of your day to interview me for *[fill in the name of the position]* on *[insert date]*. I appreciated the opportunity to *[highlight something from your conversation]*. As I mentioned in the interview, *[restate why you are a strong candidate]*. After learning about *[highlight a job responsibility]*, I am excited about the opportunity to contribute to *[name of organization]*.

If you have any further questions, please contact me at student@rutgers.edu or (123)456-7890. Thank you once again for this great opportunity. I look forward to hearing from you *[fill in the timeframe that the employer discussed]*.

Sincerely,
Your Name

INFORMATIONAL INTERVIEW EXAMPLE

Dear Mr./Ms./Dr. *[insert their last name]*,
Thank you for taking time out of your day to meet with me to *[fill in the purpose of your meeting]*. I appreciated the opportunity to *[highlight something from your conversation]*. I enjoyed learning more about the field of *[fill in]* and the different opportunities available. Based on our conversation I am planning to *[fill in the next steps you discussed]*.

I will plan to follow up with you after I *[highlight something you plan to do next]*. Thank you once again for this great opportunity. If you have any questions for me, please contact me at student@rutgers.edu or (123)456-7890.

Sincerely,
Your Name

NETWORKING EVENT FOLLOW UP EXAMPLE

Dear Mr./Ms./Dr. *[insert their last name]*,
Thank you for taking time out of your day to attend the *[name of event]* at Rutgers University on *[date]*. I appreciated the opportunity to talk with you about *[highlight something from your conversation]*. Based on our conversation (or “As you requested”), I am planning to *[fill in the next steps you discussed]*.

I will follow up with you after I *[highlight something you plan to do next]*. Thank you once again for sharing your time with me. If you have any questions for me, please contact me at student@rutgers.edu or (123)456-7890.

Sincerely,
Your Name