



RUTGERS—NEW BRUNSWICK
School of Communication
and Information
Student Services

THANK YOU NOTES GUIDE

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 the 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 the 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