

THANK YOU NOTE SAMPLE

(Sent via email)

Dear Mr. Borgen:

Thank you for taking the time to interview me for your Access to Care internship while at the Ohio State Spring Career Fair on March 10. I enjoyed meeting you and talking about how my skills and abilities can benefit Columbus Public Health. I also liked learning more about the specifics of your internship program.

I am very excited about your internship program. As I stated in the interview, I feel my academic courses in Logistics Management will enable me to make a contribution to the Columbus Public Health Department through this program. Additionally, I am a student athlete participating on a traveling club baseball team and this experience has taught me how to effectively manage my time to reach individual and team goals. I am enclosing a copy of the syllabus for my Health Disparities course, which you requested during my interview.

Include anything requested by the recruiter in your thank you note.

I hope to hear from you the week of April 16, as you indicated in the interview. If you should need any additional information or would need to contact me sooner, please call me at (614) 555-0100 or email me at hu.123@osu.edu.

Again, thank you for your time and consideration.

Sincerely,

Shang Hu

Use your Buckeyemail or another professional email

Notes

- Make sure you include a subject line in your email. In this case an appropriate subject line might be "Thank You for the 02-10-XX Interview."
- If you meet multiple people during the interview process, send a thank you email to each of the people with whom you interviewed.

THANK YOU DESPITE REJECTION NOTE SAMPLE

(Sent via email)

Dear Ms. Rankin,

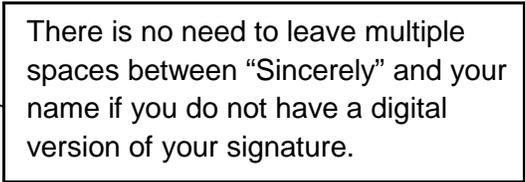
Thank you for giving me the opportunity to interview for the Medical Mutual of Ohio position while at the on November 20, 20XX. I learned a great deal from our meeting, and I appreciate your consideration and interest in me.

Although I was not selected to fill your current vacancy, I want you to know that I appreciated the courtesy and professionalism extended to me during the entire selection process. I enjoyed meeting you and the other members of the sales staff. My meetings confirmed to me that Medical Mutual of Ohio would be an exciting place to build a career.

Finally, I want to reiterate my strong interest in working at Medical Mutual of Ohio. Please keep me in mind should another position become available in the near future. Again, thank you for the opportunity to interview. Best wishes to you and your staff.

Sincerely,

Christina Rodriguez



There is no need to leave multiple spaces between "Sincerely" and your name if you do not have a digital version of your signature.

HANDWRITTEN THANK YOU NOTE SAMPLE

(sent via postal mail)

Suggested Format for the Front of Thank You Card:

- Keep it simple, but professional! A card with the words “Thank You,” Ohio State’s seal or logo, or your initials is all you need.

Dear Mr. Emrich,

It was a pleasure to have met and talked with you on Friday, January 22, 20XX while you were on campus at Ohio State. I appreciated the opportunity to learn more about Union County Health Department and Environmental Internship Program. As I mentioned, I am very interested in the OMT program. I feel that my experience with managing teams and balancing multiple projects with Buckeyes 4 Public Health and my sorority will make me a successful member of this program. I look forward to hearing from you on February 8. Thank you for the opportunity and your time.

Sincerely,

Katherine Sonnier