

# 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. **Last Name**, position title  
123 Corporate Drive, Suite 304  
456 Main Street  
Portland, MA 01234

Dear Mr./Ms. **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**

# Sample Thank You Letter Following An Event

**L Reisser**



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