

## SAMPLE THANK YOU EMAIL

To: john.hamilton@oag.state.va.us  
From: joanne.student@yale.edu  
Subject: My interview with your office  
Date: February 15, 20XX

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Dear Mr. Hamilton:

Thank you for taking the time to interview me yesterday for a first-year summer internship position in the Attorney General's office. I enjoyed hearing about your recent court battle with the State of Maryland regarding property rights to the Potomac River. As a resident of Virginia, I certainly hope that your arguments prevail. I also appreciated your insights into the daily tasks and responsibilities of attorneys in your office.

Please pass my thanks along to Ms. Cole-Amos, who was very hospitable in showing me around the office. I remain very interested in a summer position and look forward to hearing from you soon.

Sincerely,

Joanne Q. Student  
Yale Law School

## SAMPLE THANK YOU EMAIL

To: m.booth@frac.org  
From: andrew.carter@yale.edu  
Subject: Thank you  
Date: February 15, 20XX

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Dear Ms. Booth:

Thank you for taking the time to speak with me about the Food Research and Action Center and also for inviting me to attend your “Fighting Hunger in America” conference. I am looking forward to it. I know that I would enjoy working with you and the other people from the Center whom I met yesterday. Please let me know if I can provide you with any additional information. Thank you again for your consideration.

Sincerely,  
Andrew Carter