

THANK YOU LETTERS

Within 48 hours of meeting with an interviewer or potential employer, a follow-up thank you letter should be sent thanking them for the opportunity.

Both handwritten cards and email are acceptable. This serves as a good follow-up reminder to the interviewer of your interests in the position.

You should send a thank you letter after each interview, even if you are not interested in the position.

As your career develops you may find that the interviewer works for another company that you may want to work for in the future so first impressions may be long-lasting.

When you are sending a thank you letter to each person you interview with. Be sure to write different content to each one in case they compare letters.



IUPUI

SCHOOL OF ENGINEERING
AND TECHNOLOGY
A PURDUE UNIVERSITY SCHOOL
Indianapolis

Office of Career Services and
Professional Development
ET 101 | tel: 317-278-1000
etcareer@iupui.edu
www.etcareers.iupui.edu

February 4, 2014

Mr. Robert Lee
Ace Corporation
123 W. Main St.
Indianapolis, IN
46202

Dear Mr. Lee:

It was a pleasure meeting with you yesterday regarding the Computer Information Technology (CIT) internship opportunity. I was excited to learn _____. I specifically valued our conversation about what computer languages Ace utilizes and how employees are expected to carry out those languages within the corporation.

I remain very interested in the CIT internship position at Ace. During my studies in CIT at IUPUI, I have worked closely with the Computer Technician at Purdue University where I helped develop technical standards, learned how to deploy technology, and aided in the supervision of workers who had to deal with daily information technology issues at the University.

Thank you again for taking the time to meet with me. If you have any additional questions feel free to contact me via email or telephone. I look forward to hearing from you soon.

Best regards,

Sallie Mae

FIND OUT MORE AT: WWW.ETCAREERS.IUPUI.EDU