

The Exchange at Marian University | Thank You Note

Hackelmeier Memorial Library | www.marian.edu/exchange | 317-955-6500



- A thank you note should be hand written and sent within 48 hours of your interview.
- Use a simple, professional thank you card with a blank inside.
- Write a separate note to each person you met during the interview.

November 15, 2015

Dear Mr. Smith:

Thank you very much for interviewing me yesterday for the communications intern position. I enjoyed meeting you and learning more about your dedication to community service and client outreach.

The interview strengthened my interest in working for the Archdiocese of Indianapolis. My education and previous internship experiences fit nicely with the job requirements, and I'm certain I could make a significant contribution to the organization.

I would like to reiterate my strong interest in the position and in working with you and your staff. Please feel free to call me at 317.955.6341 if you have any additional questions.

Again, thank you for your time and consideration.

Sincerely,

James Knight