

*November 15, 2017*

*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*

1. A thank you note should be hand written and sent within 48 hours of your interview or job fair.

2. You may *also* send a thank-you email later on the day of the interview if you wish. Even so, it is best to send an additional hand-written note.

3. Use a simple, professional thank you card with a blank inside.

4. Include at least one thoughtful reference to something you discussed.

5. Write a separate note to each person you met during the interview or at the job fair or job shadow experience.