SHORT THANK YOU NOTE

-your street address-

-city, state zip code-

-date-

Jane Smith.

Blank, Blank, & Blank

-street address-

-city, state zip code-

Dear Ms. Smith:

Thank you for taking the time to meet with me this past Tuesday. After speaking with you and learning more about the structure of Blank, Blank’s summer program, I am even more enthusiastic about the possibility of working at Blank, Blank next summer. I particularly enjoyed hearing about your work in representing several Latin American companies in trade-related matters.

If I can provide you with any additional information, please do not hesitate to contact me. I look forward to hearing from you.