

Follow Up Letters

Thank You Letter after the Interview

Ms. _____, Recruiter
ABC Company
45432 Mall Avenue
Denver, CO 80225

Dear Ms. _____,

Thank you for the interview. I enjoyed having the opportunity to meet you and the search committee at _____, Inc. Please extend my thanks to _____, _____, _____, and _____ for taking time to meet with me also. It was a pleasure to meet some of the people behind the great products.

Based on my experience during the interview process, I feel that my career values are closely aligned with the organizations' values and believe even more strongly that my skills would be a good match for the needs of the _____ position. If I can provide you with any additional information, please call me at _____.

Sincerely,
Student Searcher

Declining an Offer

Ms. _____, Recruiter
ABC Company
45432 Mall Avenue
Denver, CO 80225

Dear Ms. _____:

I am writing to inform you that having given careful consideration to your offer of an internship, I have decided not to accept the position. I was fortunate to have received another offer which better suits my educational and career interests.

Thank you for the time and consideration you have given me. I appreciate it very much and regret not being able to accept your offer at this time.

Sincerely,
Student Searcher