



Sample Thank You / Follow-Up Letters

Sample Career Fair Follow-Up Letter

Dear Mr./Ms. _____:

I recently spoke with you at the UMass Lowell Summer & Beyond Career Fair. I wanted to thank you for taking the time to speak with me, and for providing me with valuable information about the summer internship opportunities at Company Name, Inc. I was very excited to hear that you are currently recruiting UMass Lowell Business majors; I'm confident that the combination of my project experience and academic skills, in addition to my customer service background, will be a suitable fit for a Marketing internship with your company.

As you can see from the attached resume, my most relevant skills and experiences include:

- _____
- _____
- _____

I would welcome the opportunity to meet with you to discuss my qualifications in more detail. I can be reached at _____ or by email at _____. Again, thank you for the time you spent with me earlier this week, and for the information regarding career opportunities at Company Name, Inc.

Sincerely,

Jess Doe
University of Massachusetts Lowell, Class of 2016 (Business Major)

Sample Informational Interview Follow-Up Letter

Dear Mr./Ms. _____:

Thank you again for the time you spent with me yesterday, and for the valuable information you shared regarding your career in the publishing industry. Our conversation helped solidify my interest in the field, and gave me a much more accurate idea of what I need to do to be successful. I left our meeting feeling confident that an internship next summer would be the best next step for me, and would be grateful if you would allow me to contact you in the spring to inquire about the internship program you mentioned at Company Name, Inc.

Again, I appreciate you sharing your perspective and expertise with me. It was tremendously helpful!

Best regards,

Jake Smith
University of Massachusetts Lowell, Class of 2017 (English Major)



Sample Interview Follow-Up Letter

Dear Mr./Ms. _____:

Thank you for meeting with me this morning to discuss your summer bookkeeping position. I enjoyed our conversation, and I am very excited about the possibility of joining your team.

As I mentioned during our conversation, I believe that my previous experience will allow me to make an immediate contribution in this role. In my last position, I ran a busy office which entailed customer service, report preparation, and bookkeeping. I learned how to work collaboratively and efficiently, and handled my responsibilities with accuracy and attention to detail. I also consider my Bachelor's Degree program in Accounting to be very relevant, as it entails both basic accounting procedures and extensive use of Excel, which I understand to be requirements of your position.

As requested, I have attached a list of professional references. I look forward to hearing from you regarding this exciting opportunity; if you have any questions, please don't hesitate to contact me at (978) 123-4567. Thank you again for your time and consideration.

Sincerely,

Jess Smith

Sample On-Campus Interview Follow-Up Letter

Dear Mr./Ms. _____:

Thank you for the opportunity to interview with you yesterday during your visit to UMass Lowell. The management trainee program that we discussed sounds both rewarding and challenging, and I look forward to your decision regarding an on-site visit.

As I mentioned during our conversation, I will be graduating in May 2015 with a Bachelor's Degree in Business Administration and a concentration in Management. Through my internship experience and academic program, I have gained skills in project management, customer service, and professional communication. I feel strongly that my experience and education would complement the management trainee program at Company Name Inc., and am very excited about the possibility of joining your team.

I have attached a copy of my academic transcript and professional references, as requested. If I can answer any additional questions, please don't hesitate to contact me at (617) 123-4567.

Thank you again for taking the time to meet with me. I look forward to speaking with you again.

Best regards,

Jake Doe

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