

SAMPLE THANK YOU NOTES

Career Development Office



Sample 1:

Return Address (does not include name)

Date

Name

Employer

Street Address

City, State, Zip

Dear:

Thank you for the time you spent with me in New York last Thursday.

I found the interview and tour of your offices most informative and exciting. You provided me with much greater insight into the firm and reinforced my desire to become associated with Gibson, Keefe & O'Donnell. Based on our discussion regarding my strong interest and recent experience in the area of insurance defense, I am certain I can make a positive contribution to the firm.

If you need any additional information to assist you in the decision-making process, please let me know. I look forward to hearing from you soon.

Thank you again for your consideration.

Sincerely,

Name

Sample 2:

Return Address (does not include name)

Date

Name

Employer

Street Address

City, State, Zip

Dear:

Thank you for taking the time to talk with me on Friday, January 6, 1998. I enjoyed meeting with you to discuss the summer law clerk position available with your firm.

I am very enthusiastic about the summer position because of my strong interest in international law. I believe that your firm would provide me with valuable knowledge and experience as a law clerk. I especially enjoyed discussing international trade issues with you and how they relate to your practice.

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

Sincerely,

Name