

**Sample Letter
Post-Internship Thank You**



August 13, 2004

Ms. Susan Smith
Director, Public Relations
XYZ Corporation
225 Washington Street
Boston, MA 02145

Dear Susan,

I would like to take the opportunity to thank you for sponsoring my internship this summer with XYZ Corporation. My experience was extremely rewarding. In addition to sharpening my writing and editing skills, working in direct contact with the media, and maturing professionally, I thoroughly enjoyed working with such a great team of people. It was a pleasure to watch and learn from my fellow colleagues.

In particular, I want to thank you for the time you spent with me discussing my professional development. Our weekly meetings were very helpful and provided me with insightful constructive criticism of my work. The research I conducted for my report on the strengthening of media relationships and public visibility was quite interesting. I hope the report has provided the public relations department with some solid data and fresh ideas. If anyone has questions about my report or the methodology of my research, I can be reached via email at jane.sample@yale.edu.

In addition, thank you for agreeing to write a letter of recommendation on my behalf. It will be particularly valuable to me as I search for full time positions next spring. I will contact you periodically to let you know how my career quest is progressing.

Please extend my thanks and appreciation to the entire public relations team for such a substantive internship experience.

Sincerely,

Jane Q. Sample
175 Whitney Avenue
New Haven, CT 06520