



EXAMPLE FOLLOW-UP LETTER

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August 15, 2012

Ms. Julia H. Bolling
Bolling Public Relations
2514 First City Tower
Austin, TX 77002

Dear Ms. Bolling:

Thank you for taking the time to talk to me yesterday. It was invigorating to discuss your company's future ideas, and I really appreciated your story about your own college internship experiences.

After speaking with you I'm more certain than ever about the contributions I can make to Bolling Public Relations. My major has included many courses that directly relate to the Public Relations Intern position. Also, I believe that my experience will be very useful in an internship at your company. In particular, my work on a public relations campaign and as a sales team leader has equipped me with the analytical and client relational skills necessary to be a productive contributor at Bolling Public Relations.

Again, I did appreciate the opportunity to interview with you and I am definitely interested in continuing through the interview process. Thank you for your time and consideration.

Sincerely,

(your signature)
Victor Pathfinder

