

Internship Follow-Up Letter

ATTN: Name of Potential Employer or Person who interviewed you

Address 1

Address 2

City, State Zip

November 14, 2007

RE: Reference the position for which you applied

Dear Name of Potential Employer or Person who interviewed you:

Choosing the right candidate for this position cannot be an easy task. I have been in the position where I had to choose from among many candidates with excellent credentials and skills on which to build. Based upon our email communication and the information you were able to explain to me on how this opportunity works, I have done some thinking and how my background will allow me to be a better XX professional if I am selected for this internship/job/position.

I realize my employment background is varied. Many of the job changes came due to XXX(why?). I have learned to adapt to all kinds of situations, deal with stressors and pressure, work with many different levels of people in and outside of work, and maintain stability at all times. In my cover letter, I noted that my work experience may not specifically match that of your requirements, but my education, on-the-job experience, and natural passion for XX bridges the gap. This variety has allowed me to work from the bottom up, learn what goes into XXX XXXX, and how XX interacts with external and internal customers. My (education) program helped to solidify these interrelationships and cemented many crucial aspects of XX.

I know XX is an integral part of the team and with the internship opportunity, I would be able to learn more about the areas in which I have had little experience; and, apply my skills, knowledge, and abilities in areas in which I have experience. Over the past XX years, I have learned to remain fair, equal, and consistent in each position I have held. This motto, if you will, serves as a reminder for me to treat all people with the same kind of care, concern, and assistance no matter what the issue, or the urgency. Additionally, I am excited to be considered for this internship opportunity so that I may re-enter the XX field. Learning the XXX systems aligns directly with my desire to form my career in the field and work in the XXX system.

I realize that the selection process can be rigorous and lengthy, but it is my hope that something about my skills, knowledge, credentials, and abilities stands out among the other qualified candidates. I would be honored to be considered for an interview to discuss this opportunity further. One thing is for certain. I am passionate about returning to the XX field and I believe that this program would allow me, with your partnership, to develop an outstanding XX representative/professional. Thank you for the internship opportunity. Please contact me at 555-867-5309 or via email at xxx@mail.com.

Best Wishes!

Your Name