

**** WRITTEN LETTER EXAMPLE ****

June 15, 2009

Mr. Ronald Copeland
(Insert title here)
(Insert company name here)
77722 North Main
Bowling Green, Ohio 43402

Dear Mr. Copeland:

Thank you for the opportunity to meet with you on June 14 2009, regarding the (insert position name here) position at (insert company name here) . I found the topics we discussed in the interview to be very informative and motivating and would enjoy being a part of (insert company name here) .

As we discussed, my course work in (list course work details, *DO NOT refer to your courses by the call letters and numbers, use only course titles*) and my previous co-op work experience(s) qualify me for the co-op position with your company. In addition, I am a self-starter, team player and am able to follow a project through until completion (list other attributes as appropriate).

Thank you again for your time and consideration on my behalf. I look forward to hearing from you soon.

Sincerely,

(Sign your name here in BLUE or BLACK ink)

Tom Snider
2980 Mansfield Road
Apartment 13
Bowling Green, Ohio 43402
419-555-2276
tsnider@bgnet.bgsu.edu

**** EMAIL EXAMPLE ****

TO: "Ronald Copeland" <rcopeland@company.com>
FROM: "Tom Snider" <tsnider@bgnet.bgsu.edu>
SUBJECT: Thank You
DATE: June 15, 2009
ATTACHMENTS:

Dear Mr. Copeland:

Thank you for the opportunity to meet with you on June 14 2009, regarding the ___(insert position name here)___ position at ___(insert company name here)___ . I found the topics we discussed in the interview to be very informative and motivating and would enjoy being a part of ___(insert company name here)___ .

As we discussed, my course work in ___(list course work details, *DO NOT refer to your courses by the call letters and numbers, use only course titles*)___ and my previous co-op work experience(s) qualify me for the co-op position with your company. In addition, I am a self-starter, team player and am able to follow a project through until completion (list other attributes as appropriate).

Thank you again for your time and consideration on my behalf. I look forward to hearing from you soon.

Sincerely,

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