Your Name

Street Address

City, State Zip Code

Phone Number

Email

Date

Individual's Name

Job Title

Name of Organization

Street Address

City, State Zip Code

Dear Mr./Ms. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_:

Thank you for the opportunity this morning to discuss the research internship position. Our conversation provided me a better understanding of ABC Company and the requirements of the internship.

My strong office and interpersonal skills will definitely make a contribution to your company. I am proficient in all the computer software packages you use, and I feel I possess the required knowledge and background in Civil Engineering.

I enjoyed meeting the office staff and touring the facility. This is clearly a quality organization with an emphasis on efficiency and a dedication to teamwork. I would consider it a privilege to intern with your team and will contact you next week to inquire about the hiring decision.

Again, thank you for your time and consideration.

Sincerely,

Signature

Your typed name