

Sample Thank You Notes

Thank You Note to an Admission Professional for an Interview

Dear Ms. Talksalot,

Thank you so much for taking the time to interview me on campus last week. The tour gave me a good sense for the facilities, student body, and overall environment at Bates. However, your insights about the English Department, particularly the creative writing offerings and guest writers, cemented my interest in applying to Bates. I am also eager to pick up the latest collection of short stories by Alice Munro that you suggested.

Thank you again.

Sincerely,
Bob Readsalot

Thank You Note to a Current Student for an Interview

Dear Sally,

I appreciate your taking the time to meet with me last week. Though I have learned a lot about Bowdoin College through my own research and the campus tour, your perspective as a current student was invaluable. Clearly you are having a wonderful experience at Bowdoin in the classroom and out! I can hardly believe the number of activities you are involved with and would love to join an a cappella group like yours. Further, hearing from a fellow New Yorker about the benefits of life in a small town, I am convinced that Bowdoin is the school for me.

Thanks again.

Sincerely,
Harry

Thank You Note to an Alumnus for an Interview

Dear Mr. RahRah,

I appreciate your taking the time out of your busy schedule to interview me on Monday. Thank you as well for the latte! Your insights as an alumnus of Colby College gave me a fuller sense for all that the school has to offer. I also appreciate your advice about pursuing a career in business, and I plan to follow up on your offer to contact you about an internship this summer.

As you know I have applied early decision; there is no question that Colby is my first choice. I will certainly let you know when I hear a decision. Thank you again for your support and guidance.

Sincerely,
Billy Business

Thank You Note to a College Faculty Member

Dear Professor TwoD,

Thank you for taking the time to meet with me during my campus visit. Touring the studios and gallery with you was very insightful. Frankly, I was blown away by the sophistication of the students' work.

I especially appreciate your feedback regarding my art portfolio; I plan to follow your suggestion and incorporate more drawing from observation.

I definitely plan on applying to RISD, and have already begun working on the home test.

Thank you again.

Sincerely,
Suzy ThreeD

Thank You Note to a College Coach

Dear Coach Racquet,

Thank you for arranging my campus visit to Trinity. I enjoyed staying with Fred and meeting the rest of the team. All of the guys seemed like serious student-athletes. Watching practice also gave me a real feel for the intensity of college athletics, and I know that I have the discipline and drive to balance squash and school successfully.

As you requested, I have enclosed a schedule of my upcoming matches and I hope that you will be able to attend one soon.

Thank you again.

Sincerely,
Lexie