

**UC EXTERN PROGRAM**

**Thank you letter**

Writing a thank you letter to your Extern Sponsor is required at the end of your externship experience. A thank you letter needs to be sent preferably within 24 hours of your last day at the externship site. The letter may be typed and can be sent via regular mail or emailed. A letter sent by regular mail can be personalized, offering a special touch. Email is appropriate, particularly when that has been your means of contact with the Extern Sponsor or if the Sponsor has expressed a preference for e-mail. If you met and worked with other professionals during your externship, you will also want to consider sending personalized thank you letters to those individuals. **A copy of your email or letter is required to be sent the Extern Committee at [externships@ursinus.edu](mailto:externships@ursinus.edu) by January 18<sup>th</sup> at 5 pm. You may CC or forward your email OR email a photo of your handwritten note. Thank you!**

**TIP: Draft your thank you letter now, prior to starting your externship, then personalize the note at the end of the experience.**

**Thank You Letter format:**

Name of Externship Host, Title  
Name of Organization  
Street Address  
City, State & Zip

Dear Externship Host Name (use the name you called your sponsor: Ms. Smith, or Ray, etc.):

**OPENING PARAGRAPH:**

Thank the person for the opportunity to shadow him/her. Tell him/her how much you appreciated his/her time, etc.

**BODY PARAGRAPH:**

You may wish to use this paragraph to talk specifically about what you enjoyed the most, what you learned, etc.

**CLOSING PARAGRAPH:**

Close the letter by thanking the host again and giving any last thoughts you may have about the experience.

Sincerely,

(Your signature here)

**Sample Thank you letter:**

Dear Mr./Ms. Last Name:

I want to thank you for giving me the opportunity to serve as an extern at XYZ's College Marketing and External Affairs Office. My experience was extremely rewarding. In addition to interacting directly with the media, I thoroughly enjoyed working with such a great team of people. It was a pleasure to watch and learn from my fellow colleagues and I have gained valuable insight into the marketing industry over my winter holiday.

Because you gave me the opportunity to observe a variety of projects, I had the chance to discern numerous aspects of college marketing, from publishing magazines and brochures to maintaining the college website. You and your staff were extremely welcoming and helpful, and offered me terrific career advice. Please extend my thanks and appreciation to the entire public relations team for such a substantive externship experience.

I have enclosed a copy of my updated resume, which includes my externship experience at the XYZ Corporation. Any suggestions you might have about my resume are welcome. Thank you again for helping to make my externship a rewarding experience. I look forward to keeping in touch with you and the rest of the staff.

Sincerely,

*Maggie May*