

SAMPLE THANK YOU EMAIL

To: Jane Hamilton <Jane.Hamilton@XXX.com>

Date: January 1, 2019

From: Mary Luna <Mary.Luna@XXX.com>

Subject: Thank you - NYT Newsroom Fellowship program interview

Dear Ms. Hamilton,

I sincerely enjoyed meeting with you today and learning more about the Newsroom Fellowship program at the New York Times. Our conversation further solidified my desire to become a member of an organization that upholds the highest standards of journalistic integrity.

I was particularly pleased with the level of responsibilities given to interns and the opportunity to publish full articles, which is something I've had experience with through my work at the Yale Herald, and am eager to engage in again.

The emphasis on teamwork to share leads, valuable contacts and research is one that I feel is essential in the field of journalism; to find an environment where teamwork is highly valued further indicated to me that the department philosophies are aligned with my own.

I know we didn't get a chance to chat in further detail about projects from my Journalism 101 class that I'm most proud of, so I attached a few of them here in case you wanted to have a look.

Lastly, you mentioned that you're planning a summer trip to Greece — I was just there last year, and I highly recommend the restaurant Metaxy Mas Tavern. It was one of the best places we ate at during our stay.

Please pass along my thanks to Ms. Coles, who was very hospitable in showing me around the office. I remain very interested in this opportunity and look forward to hearing from you soon!

Sincerely,

Mary Luna

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