



Sample Thank-You Note

Dear Ms. Last Name:

Thank you very much for meeting with me today. Your description of the firm's litigation practice and the excellent training opportunities for summer and junior associates only reinforced my strong interest in working as a summer associate with your organization. I particularly enjoyed our conversation about the Americans with Disabilities Act cases in the Labor and Employment group and what constitutes a reasonable accommodation. I believe that my previous experience at the EEOC, together with my excellent academic record, would allow me to help serve the clients of Smith & Jones LLP.

Please contact me should you have further questions or need any additional information. I may be reached at _____@mix.wvu.edu or 304-123-4567. Thank you again for your time and consideration.

Sincerely,

First & Last Name