

SAMPLE THANK YOU LETTER

October 18, 20XX

Employer Name
Street Address
City, State, Zip Code

Dear Ms. (Employer Name):

It has been a great pleasure for me to be around so many people who know a lot about the business and to work with them to learn new and amazing things about the industry.

I remain deeply interested in the field of Journalism. In fact, my enthusiasm was increased by the many challenges I encountered throughout the newsroom and production area. Those few times when I was able to go out with various reporters to help create a story for the news broadcast was the best part of being an intern because it gave me the chance to see how hard it is sometimes to gather information to get a story. Going out with the reporters also showed me that if I am to succeed in the business I need to push through to get the story. Being a part of the production team has taught me that if it weren't for this team there wouldn't be a broadcast.

The time and teachings you have given me are greatly appreciated. I will keep all the memories and fun times that I helped to create while at your station close to my heart.

Thank you so much,

Student Name