

*Dear Ms. Smith,*

*I would like to thank you for meeting with me today to discuss the Civil Engineering internship. I enjoyed learning more about [name of company], and I am excited at the prospects of interning in an innovative and creative environment. I am confident that my previous industry experience, technical competencies including AutoCAD, and field experience in transportation engineering makes me a strong candidate. Further, I am a creative problem solver; I learn quickly and take initiative to get the job done accurately and efficiently.*

*I look forward to your reply and thank you for your consideration.*

*Sincerely,*

*Suzanne Smith*

**Hand written notecard on stylish but professional stationery and mailed promptly.**