



Date

Full Address

Dear Mrs Kate Johnson,

Thank you for the insightful experience I had as an intern in your organisation. I am grateful for being a part of your team and I appreciate the time you took out of your busy schedule to teach me the ground realities of the fashion industry.

You taught me so many things that went far beyond the theoretical knowledge I gained in university. The tasks I performed during my internship allowed me to apply my university learning in a real-world environment and I managed to develop my interpersonal and problem solving skills by interacting with customers and other team members.

I want to thank you for the time you spent advising me on skills I should develop in the future and giving me constructive criticism on my first attempt at my personal portfolio website. Please find enclosed a copy of my updated resume, which includes my internship experience at your organisation. I would be grateful if you could kindly provide me with some feedback.

Thank you, again, for making my internship a rewarding experience. I hope to keep in touch with you and the rest of the team.

Best wishes,

Name