

Cameron University
Department of Sports & Exercise Science

Thank you Letter to Site Supervisor (Handwritten or typed and signed)

Please note that your thank you letter should be sincere, specific to your site and the experience that you had, and professional. A generic letter (i.e. if you use this one word for word) is less meaningful to the person reading it. Also there is information in this letter that is not true for you, our program, your site, or your experience. Therefore, please take the time to write a handwritten letter that is indicative of your experience at your internship site.

Remember that the people at your site could be people that you would like to use as a reference in the future - so make a good impression.