

Appendix G: Sample Acceptance and Rejection Letters

Requesting Interview

EMAIL SUBJECT: [Internship Title] at [Library]

Thank you for applying for an internship with [Library]! We have reviewed your application materials and would like to schedule an interview. Please respond with your availability for a one-hour meeting/phone call on [Available Dates]. Again, thank you,

[Contact Name]
[Contact Title]
[Contact Email Address]

Acceptance Email

EMAIL SUBJECT: [Internship Title] at [Library]

Thank you for applying for an internship with [Library]! We are pleased to offer you the position of [Internship Title] at [Library] from [Start Date] to [End Date]. I would like to schedule a conversation to discuss next steps and details within the next week. Please respond with your availability for a one-hour meeting/phone call on [Available Dates].

We look forward to working with you!

[Contact Name]
[Contact Title]
[Contact Email Address]

Rejection Email with Volunteer Offer

EMAIL SUBJECT: [Internship Title] at [Library]

Thank you for applying for an internship with [Library]! Unfortunately we are unable to offer you this internship at this time. However, we would love for you to consider contributing your skills and expertise with us as a volunteer! If this is something of interest to you, please fill out the attached volunteer application and submit it to [contact information]. Again, thank you for your interest,

[Contact Name]
[Contact Title]
[Contact Email Address]

Rejection Email without Volunteer Offer

EMAIL SUBJECT: [Internship Title] at [Library]

Thank you for applying for an internship with [Library]! Unfortunately we are unable to offer you this internship at this time. We do appreciate your interest though and wish you the best of luck in your search. Again, thank you,

[Contact Name]

[Contact Title]

[Contact Email Address] ●

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