

Subject line: Interview No Show

Dear Mr./Ms. [last name],

In this paragraph let the interviewer know when and where the interview was to take place. If it were a practice interview you would want to specify that here. Please include the date and time of the scheduled interview, as well as the correct career center [Lear, Stadium, or Student Services] and university name (MSU spelled out). Next, briefly explain to the employer why you could not make it to the interview and apologize for any inconvenience it may have caused. Keep in mind that it is not appropriate to give the employer every detail as to why you missed the interview; just a brief justification will suffice.

End your apology letter by thanking the interviewer for their time and consideration. Be sure to apologize one final time, and indicate your intention is that your actions do not reflect poorly on your classmates within the Broad College.

Sincerely,

[Your Full Name]

[Address]

[Email/Phone Number]