

Student Name
Address
City, State Zip

Date

Recruiter Name
Company Name
Address
City, State Zip

Dear Recruiter:

I want to apologize to you and to the XYZ Company for missing my interview scheduled at 10:30 this morning. I had to attend to an important family issue that occurred this morning in Oklahoma City, and I was not able to make it back in time for the interview. I called the Career Services office to see if I could schedule an interview at a later time, but unfortunately your schedule for the day was full. Please know I am very sorry for any inconvenience my absence caused and that I was really looking forward to interviewing for the job.

If you would be willing to schedule another time that we could either meet or conduct a phone interview I would really appreciate it. Of course, if you do not wish to interview me I will completely understand. I want to assure you that my absence from the interview this morning was extremely embarrassing for me personally and for the Career Services department at Oklahoma State University and this in no way reflects accurately upon the true character of myself or the reputation of the university.

Again, I am truly sorry and hope that we can work something out. Thank you very much for your time spent at Oklahoma State University. I hope to talk to you soon.

Thank You

No-Show John Doe