

Thank You Notes



**The
Thank
You
Notes
You Will
Need to
Write**

The Handwritten Thank You Note

A thank you note serves as a way to show appreciation when someone has done something to consider you in a way that is distinguished from usual. Most people have written a thank you note for a gift. As you are moving into adulthood, you will find yourself having opportunities to write thank you notes for a variety of occasions. A handwritten thank you note is always appropriate, adds a personal touch, and stands out. Handwritten thank you notes should be mailed as soon as possible, generally within a few days of the occasion.

Thank You Notes Show Your Appreciation

In addition to when someone gives you a gift, here are some times when it would be appropriate to write a thank you note.

- Someone wrote you a letter of recommendation
- You were taken skiing by your friend's grandparents
- You were a guest at a dinner party
- Someone wrote a letter of sympathy to you after a relative died
- Someone spent time teaching you a new skill
- Someone interviewed you for a job
- Someone made a donation to the charity you are involved with
- Someone made a contribution to the race you ran in
- Someone watched your pets while you were out of town
- Someone paid you to watch her pets while she was out of town
- Someone recommended you for a job
- Someone threw a party for you
- You were a guest at a wedding



As you can see by the list, a thank you note is warranted when someone has put forth extra effort on your behalf.

- ❖ *Have you written a thank you note to someone for something other than a gift?*

- ❖ *Can you describe what the extra effort would be for any of the situations listed on the previous page?*

- ❖ *Can you think of another example of an occasion that would warrant you writing a thank you note?*

Handwritten Thank You Note Format



- Use nice stationery.
- Use your best handwriting.
- Use blue ink.
- Use semiblock style.

DATE

The date is placed right of the center. Some options to write the date are:

- 2/13/14
- February 13, 2014
- 13.February.2014

SALUTATION

Make sure you spell each person's name correctly and use the person's correct honorific. Some examples of honorifics are: Ms., Mrs., Dr., Rabbi, Mr.

- Dear Ms. Adams,

BODY

The following paragraphs provide sample content for a thank you note following a job interview. This occasion requires a relatively complex thank you note.

First Paragraph →

Give a general statement that expresses gratitude for the experience and recaps the highlights. If the interview was with multiple people, send a separate letter in a separate envelope to each person.

I appreciate having the opportunity to meet with you about the camp counselor position at Camp Red Rocks. It was enjoyable to tour your facilities and meet with you and the senior staff members.

Second Paragraph →

Remind the interviewer why you are particularly qualified for this position. There may have been information that was discussed in the interview that is not reflected on your resume that you may want to mention here. A direct statement of “thank you” is appropriate here.

Thank you for your time discussing my qualifications and giving me an opportunity to learn more about Camp Red Rocks. After having the chance to observe the staff and hear about the campers, I feel I strongly meet the requirements of the position and, in addition, bring five years of volunteer experience as middle school art mentor, plus an enthusiasm for nature and willingness to learn and be a part of your team.

Third Paragraph →

Let the interviewer know you want this job and have particular qualities that make you the “one” and that you are looking forward to hearing from the company.

After reflecting upon my interview and tour, I feel I can make a significant contribution to your team at Camp Red Rocks. I have the background, keen interest and a strong work ethic. I look forward to the prospect of working with you and the wonderful staff at Camp Red Rocks. I look forward to hearing from you soon with regard to this position.

CLOSING

Your closing lines should line up with the date and your handwritten name is below the words “Sincerely,” “Yours truly,” etc. For formal thank you notes use your first and last name. The handwriting you use when the letters do not connect is called manuscript, printing or printwriting.

As your writing evolves, it will often become a combination of cursive and printing – this is fine. **What is important is that your writing is legible and neat.**

#1 Sample Job Interview Thank You Note

February 13, 2014

Dear Mr. Williams,

I appreciate having the opportunity to meet with you about the camp counselor position at Camp Red Rocks. It was enjoyable to tour your facilities and meet with you and the senior staff members.

Thank you for your time discussing my qualifications and giving me an opportunity to learn more about Camp Red Rocks. After having the chance to observe the staff and hear about the campers, I feel I strongly meet the requirements of the position and in addition, bring five years of volunteer experience as middle school art mentor, plus an enthusiasm for nature and willingness to learn and be a part of your team.

After reflecting upon my interview and tour, I feel I can make a significant contribution to your team at Camp Red Rocks. I have the background, keen interest and a strong work ethic. I look forward to the prospect of working with you and the wonderful staff at Camp Red Rocks. I look forward to hearing from you soon with regard to this position.

Sincerely,
Terry Jones

#2 Letter of Recommendation

4/21/14

Dear Ms. Petrella,

I sincerely appreciate the letter of recommendation that you wrote for me. I know what a busy time of year this is for you and I want to thank you for your extra efforts on my behalf. You have made such an impact in my life, both in the knowledge of world affairs I have gained and in the genuine caring you have shown to me.

*Sincerely,
Maria DeCarlo*

#3 Attend an Event as Someone's Guest

11.September.2013

Dear Mr. and Mrs. Gardner,

I had a wonderful time this past weekend viewing the Van Gogh exhibit at the Museum of Fine Art. I learned so much about this interesting man and it was so nice of you to pick me up and take me to this exhibit. I truly appreciate you including me in what was such a memorable day.

*Sincerely,
Amy Oh*

#4 For Introducing You

October 20, 2013

Dear Pastor Allen,

Thank you for introducing me to Dr. Melinda Thomas. She spoke to me about a number of opportunities for me to work for her in her lab which included filing papers, inputting data, and general clean up. I am very grateful for this possible opportunity and for you connecting the two of us. This is a very big step for me and a wonderful chance for me to have experience with a great researcher.

Sincerely,
Mykal Johnson

#5 For Inspiring You

5/11/13

Dear Professor Greene,

I thoroughly enjoyed the presentation you gave to my class about careers in health care. I have always had an interest in biology and in people. Your information helped me put the two of them together to make me think about some possible areas of study and work. Thank you for being such an inspiration to me.

Sincerely,
Alberto Álvarez

#6 For Supporting You

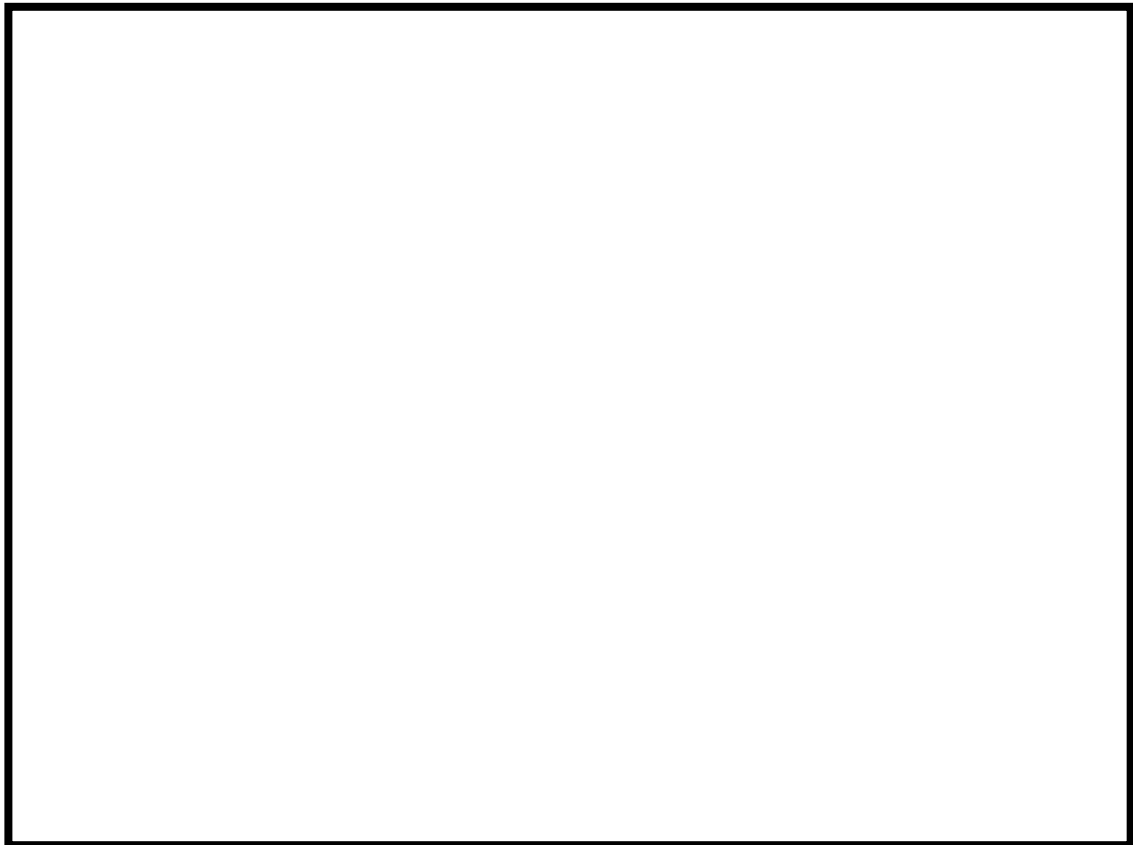
February 13, 2013

Dear Mr. Sheridan,

You were so kind to sponsor me in the 5K Run for Our Furry Friends race to raise money for the Kingsville County Animal Shelter. I was able to reach my goal and your support helped inspire me while I was running. Thank you for your help to improve the lives of the Kingsville County shelter animals.

Sincerely,
Ti'Jae Passmore

❖ Practice writing a thank you note in the space below.





When to EMAIL a Thank You Note

It is appropriate to email a thank you note if a hiring decision is going to be made immediately, if the person who interviewed you is getting ready to leave town, or if your interviewer is located in another country. It is still always good practice to follow up with a handwritten thank you note. It is more personal than an email.

If you have been on an interview, the email should be sent within a day or two of the interview to thank the interviewer for taking the time to meet with you and to tell you about the organization.

An email thank you note has the same content as a letter that is written by hand. The formatting will be slightly different. Since the date is built into email, you will not need to add a date. Also, email format is designed to be compressed so you will not have as many line spaces.

Below is a formatted email thank you note for a job interview.

Dear Mr. Williams, I appreciate having the opportunity to meet with you about the camp counselor position at Camp Red Rocks. It was enjoyable to tour your facilities and meet with you and the senior staff members.

Thank you for your time discussing my qualifications and giving me an opportunity to learn more about Camp Red Rocks. After having the chance to observe the staff and hear about the campers, I feel I strongly meet the requirements of the position and in addition, bring five years of volunteer experience as middle school art mentor, plus an enthusiasm for nature and willingness to learn and be a part of your team.

After reflecting upon my interview and tour, I feel I can make a significant contribution to your team at Camp Red Rocks. I have the background, keen interest and a strong work ethic. I look forward to the prospect of working with you and the wonderful staff at Camp Red Rocks. I look forward to hearing from you soon with regard to this position.

Sincerely,
Terry Jones

Other Email Considerations

Some other considerations when using email for professional purposes include:

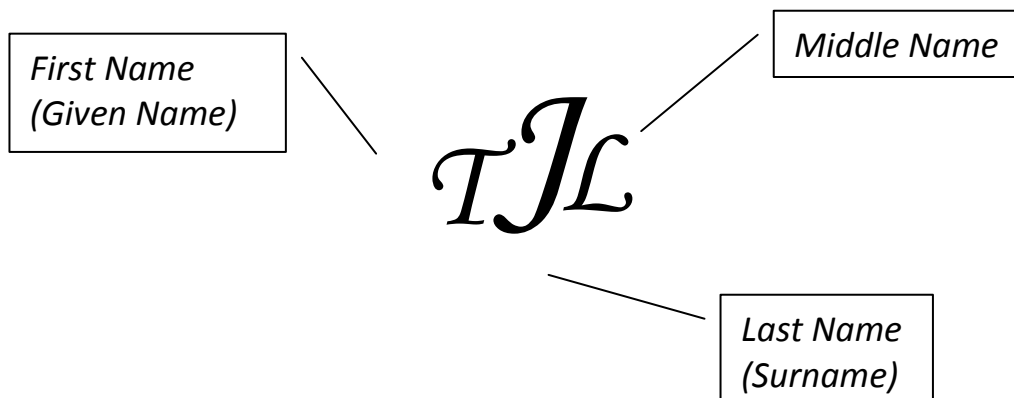
- ✓ Respond to email within 24 hours
- ✓ Use a standard font such as Times New Roman or Arial
- ✓ Have a professional email account that uses some part of your name. For example alvarez.alberto98@gmail.com
- ✓ Use an adult's honorific when addressing her/him, for example, Dear Mr. Williams
- ✓ Be sure to check spelling, check grammar, and review your email before hitting the send button

The Correspondence Card

One very professional stationery option is to use a correspondence card which is a one sided note card 6.2 by 4.5 inches with your initials or name written at the top. It can have a border (optional) and should be a light color like white, cream or ecru with dark lettering.

When your initials are combined together into a motif, it is called a **monogram**. The order for the letters in your monogram are, from left to right, your first name (given name), followed by your last name (surname), the initial for your middle name is listed last. The letter in the middle for your surname is typically larger than the other letter.

Thus, if your name is Terry Lee Jones, your monogram might look like this.

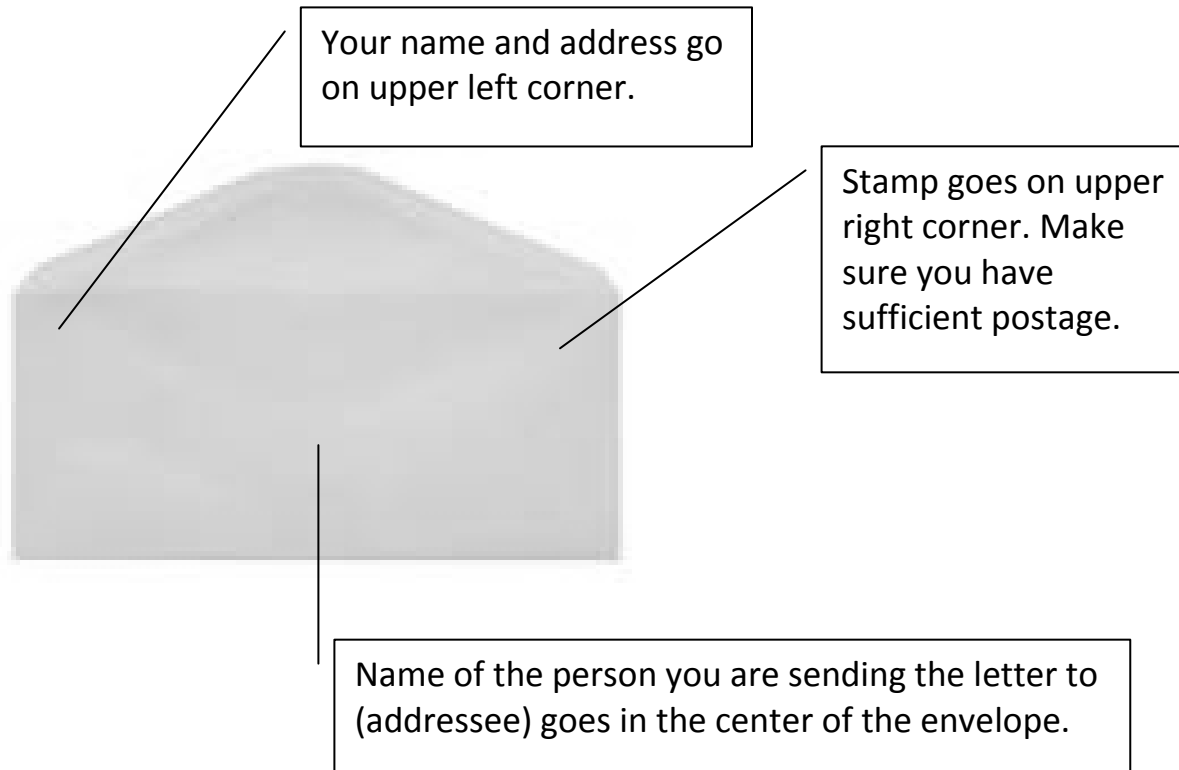




Addressing the Envelope

**Use your neatest handwriting when writing the thank you note
and when addressing the letter.**

A handwritten letter stands out and will be remembered by employers.



Name	_____	<i>Use Honorific, Given Name, Surname</i>
Title and Department		
Name of Company		
Address of Company		<i>Use State Postal Abbreviation</i>
City, State Zip code		<i>Use Two Spaces Before Zip Code</i>

Example

Dr. John Rogers
Director, Research and External Relations
Howard Systems Company
200 Industry Way
Little Town, MO 65432