

Quick Question-Any adult

When's the last time you showed someone gratitude?
When's the last time you thanked someone in writing?

Name: _____

Worksite Reflection

What was something that happened at work this week?
(an event, a problem, an interaction, a success, etc.)

Administrative Questions

Is your phone number the same? YES NO
Do you have active phone service? YES NO
Is everything at work satisfactory? YES NO
Are you getting enough hours? YES NO
If you selected NO, explain:

	POINTS	EARNED	On time	Late
Journal	5		Date turned in:	
Scenario	5		Weeks late (points off):	
Question	5		Final Score:	
Reflection	3			
Admin	2			

Writing a Thank You Letter

Send It ASAP

Write and send your note as soon as possible. Don't delay in sending your thanks, especially after a job interview. Not sending a thank you letter after an interview can hurt your chances of getting hired.

Be Sincere

Express your gratitude, but don't go overboard. People can tell when a thank you note is insincere. For example, if you are thanking an employer after resigning from a job, you should express your thanks, and focus on what you liked about working there. However, don't lie and say you loved everything if you didn't really. Focus on the positives, but don't lie.

Personalize It

Personalize each thank you letter you send. For example, if you send thank you notes to everyone you interviewed with for a job, add something to each note about your specific conversation with each person. Don't simply copy and paste the same message for each person – this will come across as insincere.

Keep It Brief

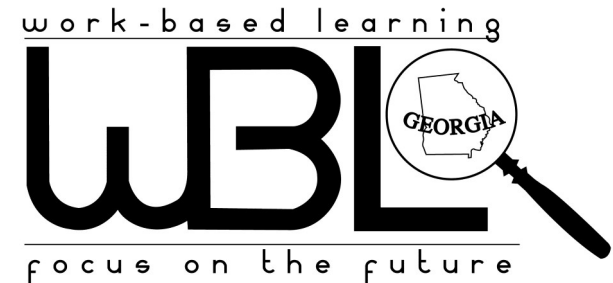
Thank you notes should be short. Keep your note no longer than a couple of concise paragraphs.

Edit, Edit, Edit.

A thank you note in the workplace must be professional. This means it should be well written and error free. Proofread your letter carefully before sending it.



Writing a Proper Thank You Letter



Why Write A Thank You?

Thank you letters are essential in the business world. Thank you letters are a great way to express your appreciation for help, but they can also help you maintain contact with someone, remind a hiring manager why you are a good fit for a position, or show your boss that you are polite and professional. Make sure you know what to say and whether to send it as an email, letter, or card. Saying the right thing using the right format will impress your recipient, and make him or her feel appreciated.

Email vs. Paper vs. Notecard

How you send your letter depends on many factors. Email is usually the standard for business communication. If a prompt follow-up is essential, like saying thank you for a job interview before they make a decision – email is the way to go.

Print thank you letters can take the form of an informal, handwritten note or a formal, typed letter. How you write the letter should show your understanding of the company and person you are thanking. If you know you have time to relay your thanks by mail, a written thank you shows that you've taken an extra step.

More traditional companies often prefer either a typed letter or a handwritten note. However, if you want to really personalize your message of thanks consider a handwritten card.



DID YOU KNOW?

Grateful people experience fewer aches and pains and report feeling healthier than other people.

Personality and Individual Differences (2012).

What To Include

No matter how you send your thank you note, there are certain components you should always include.

Address The Person Appropriately

At the start of the letter, address the person with a proper salutation, such as “Dear Mr. Last name.” or “Dear First name.” If you know the person well, use the person’s first name. Otherwise, address him or her as Mr., Ms., or another appropriate title.

Say “Thank You”

Get to the point of your note quickly. Say the words “thank you” in the first sentence or two, so the person knows why you are writing. If you are sending an email, include the phrase “Thank You” in the subject line as well.

Give Specifics

Make sure you say what you are saying thank you for. Go into a bit of detail, so the person understands exactly what you appreciate. If you are saying thank you to someone who gave you job advice, explain exactly what you found to be most helpful. If you are saying thank you after a job interview, remind the person of a moment from the interview (or remind him why you are a good fit for the job). A bit of detail shows the person what you really appreciate, and why.

Say Thank You Again

Before signing off, reiterate your appreciation.

Sign Off

Use an appropriate closing, such as “Regards” or “Sincerely.” Then end with your signature (handwritten and typed if it is a letter, handwritten if it is a card, and typed if it is an email).

Name: _____

Journal

Describe a time you felt especially appreciative of someone for helping you out in a job search or at work. Did you say “thank you”? Did you write a thank you note? Why or why not?

Worksite Scenario

Karen was given a promotion and a raise because her assistant manager raved about her work ethic to their store manager. Karen wants to thank her assistant manager. How should she go about it? What might she say?
