

How to Write a Professional Thank You Letter



Every “thank you” letter is an opportunity to sell your qualifications and leave a positive impression on the employer. A thank you letter also makes you stand out against your competition and makes you memorable in the mind of an employer.

Remember, the key to job seeking is standing apart from other job seekers as the best person for the job. Employers appreciate the time and thoughtfulness it takes to send a quick note thanking them for their time.

At a minimum, a written thank you letter or note should be sent after all interviews. This is your opportunity to make one more impression before the decision is made. Thank you letters and notes should be used for everyone who helps you in your job search; this includes after job or informa-

tional interviews, when someone gives you a referral or information, or whenever someone takes time out of his or her schedule to help you.

“Thank you” may be said in person, by phone, in a formal letter, or in an informal note. The best approach will depend on the circumstances, personal style, and performance. The best strategy is to select the approach that best serves the immediate need. Why? First of all, it’s a common courtesy. Thank you letters or notes aren’t received as often as you might think and employers do appreciate them. Also, thank you letters give you a chance to reinforce your skills and to counter any mistakes you might have made during the interview. Most employers like to see this kind of persistence.



A seemingly small touch such as saying “thank you” can have a huge impact on the success of your job search.

Besides, a thank you note or a letter shows a little class.

A thank you letter or card should include the following:

- Your personal thanks
- Expressions of excitement about the job
- Brief review of your skills
- A promise you would do good work

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Courtesies of a small and trivial character are the ones that strike the deepest in the grateful and appreciating heart.

Henry Clay

Thank You Letter Hints and Tips

- * Write a “thank you” letter no longer than 24 hours after the interview, even if things didn’t go well.
- * Be brief and to the point. Note the job interviewed for and also list the date of your interview.
- * Always address a thank you letter to a person by *name and title*.
- * If you interviewed with a panel or group of people, send a separate note to each person or send a single thank you to a key person for distribution. When sending more than one thank you letter, it is recommended to vary each letter.
- * When thanking a potential employer, restate your interest in the position and the company.
- * The thank you letter is an opportunity to again sell your qualifications. Briefly include any pertinent information you failed to mention earlier. Be sure to emphasize your most important qualifications and skills for the job.
- * Remind them of the **high points** of your experience or correct any misunderstandings that may have occurred regarding your qualifications.
- * Offer to come in for another interview or to provide more information if needed.
- * *Always plan your follow up.* Make sure to mention when and how you plan to follow up in the thank you letter.



Top 10 Roadblocks to Your Success



Success means different things to different people. Success takes time, planning and a strong desire. Success is taking action. Success is setting goals and accomplishing them. Success means reaching your goals even when the going gets tough. There will be challenges along the way.

Here are ten potential roadblocks to look out for:

1. **No clear vision.** The clearer your vision is of your definition for success, the faster you will achieve it.
2. **Fear of failure.** Don't let worry, fear and uncertainty hold you back from reaching your full potential. Eliminate the Bummer Words—no, never, can't, won't, maybe and if.
3. **Lack of determination.** Turn challenges into problems that need to be overcome. Don't let a challenge become a stopping point on your path to success.
4. **No action plan.** Write a detailed, step-by-step plan of how you will achieve your success. Include a timetable for completion, and place the written strategy where you can read it every day.
5. **Change.** You will have to make adjustments in your life to focus on reaching the success you want. For example: What current priorities on your time will have to be changed? Are you surrounded by people who can help you succeed?
6. **Negative thinking.** Everyone has some self-doubt. However, these two questions will help you. Ask yourself everyday:
 - a. Did I give my best effort to today's activities?
 - b. Did I move closer to reaching my goals?
7. **Lack of enthusiasm.** Be the day's cheerleader. All days are good; some are better than others. You will find enthusiasm is contagious, give some to others.
8. **Procrastination.** You can have the best plan in the world, but if you don't take action on it you simply have a dream. Are you self-motivated, or do you need external motivation from someone else? Determine which method of motivation works for you. Take action.
9. **Making excuses.** Take personal responsibility for your success by eliminating excuses. Avoid blaming others for your lack of effort.
10. **Learn from your mistakes.** Everyone makes them. Successful people learn extremely valuable life lessons from their mistakes.

These roadblocks can actually become stepping stones to your success. How? By identifying which ones are holding you back from reaching your goals, and diligently working to eliminate them.

This is Your Life! Your Goals! Your Success!



Reference:
www.teachingmoments.com

**Check
It
Out !!**

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\$ If you worked in 2009, had children living with you and earned less than about \$40,000

or

\$ Did not have children living with you and earned less than about \$13,400

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