



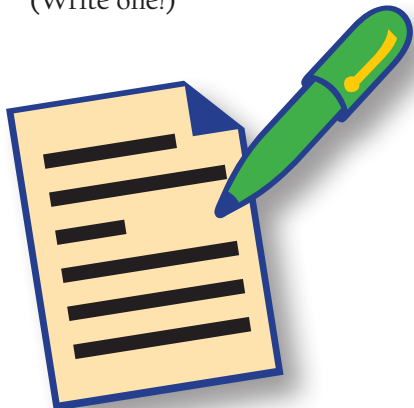
The Seven Steps to a Great Thank-You Note

Why should you write a thank-you note?

- » To show appreciation for someone supporting you
- » To acknowledge a gift, donation or service
- » To provide recognition to someone who has done a good deed

When should you write a thank-you note?

- » After receiving any type of gift
- » After attending a job interview
- » After someone donates to a cause in your name
- » After someone goes above and beyond the expected
- » After someone writes a letter of recommendation for you
- » After someone helps you with a project or endeavor
- » If you want to make a good impression
- » If you are unsure of whether or not to write a thank-you note (Write one!)



How should you write a thank-you note?

A good thank-you note has seven main components:



- 1 A greeting to the thank-you note recipient (Dear . . .)
- 2 The specific reason you are thanking them (Mention what they bought, gave or did. This is always important to do first.)
- 3 The reason why you appreciate them (They supported you, were thoughtful and gave a gift, went out of their way to help you out or other reasons.)
- 4 How you plan to use the gift or why the gift or act of service was important to you (You will use it to save for college; you really enjoy playing the game; you can't wait to go shopping with the gift card; you know you have a great chance at the scholarship because of the letter of recommendation — or other ways.)
- 5 A comment or detail about yourself, an update on your life or a positive comment (This is a great time to share news on your life or to add a positive remark about the recipient.)
- 6 A repeat of your thank-you (You may leave this out if you sign “with thanks” at your closing.)
- 7 A closing and signature of your name (With thanks, Name or Sincerely, Name)

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More Thank-You Note Examples...

Dear Mrs. Jones, **1**

Thank you for attending my spring band concert. **2** It was great to see you in the audience! **3** I am so glad to have such nice neighbors who support my school events. **4** I really enjoy being in band and love playing my clarinet. **5** I hope to go to band camp this summer. **5**

Thank you, **6** **7**

Nick **7**

Dear Reader, **1**

Thank you for reading this informational handout. **2** I appreciate your taking the time to read about the importance of thank-you notes and how to write a good one. **3** I hope you learned something new. **3** Thank-you notes are an important part of good communication and relationship building. **4** I am sure having this skill will benefit you throughout your life. **5** Thanks again for your time and all the best to you in your future endeavors. **6**

Sincerely, **7**

Laurie **7**



Your note should be:

- » Hand written in blue or black ink
- » Neat and legible
- » On a note card or good quality paper (Lined paper or index cards are not a good choice.)
- » Personalized to the situation

TIP: In the case of a job interview, you may send a thank-you note in email form if the employer will be reaching a decision quickly. The key is to make it personal.

ACKNOWLEDGMENTS

Aspects of the steps taken from “6 Steps to Writing a Thank You Note – Holiday Edition,” Dec. 16, 2010, Dale Carnegie Training. New York. Retrieved from <http://blog.dalecarnegie.com/teammemberengagement/6-steps-to-writing-a-thank-you-note-holiday-edition/>

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