

### **Employer/Mentor Thank you note:**

As the end of the year approaches, I want you to practice writing a thank you note to your worksite mentor(s). Handwritten notes are usually appropriate. Yet, if you feel the situation warrants a formal touch, then compose your letter on a computer. **I will ask you to give your mentors a note at the end of the semester, so do a good job and you will be able to use this one!!!**

### **THE ART OF THE THANK YOU LETTER** **(See samples)**

Thank you letters can go a long way toward making a great impression on new contacts or with current employers. It helps to show you value the time you spent at their worksite. A thank you letter should always be mailed the day after a job interview, job promotion, or at a time to indicate appreciation/gratitude.

### **These are a few critical points to remember when writing your thank you notes:**

1. Make sure your handwriting is clear and legible. Otherwise, compose your letter on a computer.
2. Make sure the recipient of your thank you letter can read your name at the end.
3. Always include your return address on the outside of the envelope.
4. Remember that the recipient of your thank you letter can play a vital role in **your future success**.
5. Always date your letter.
6. Be sure that you mention that you are grateful for the opportunity at that worksite.
7. Always proof read your letter before you send it to be sure that you have said what you wanted to say. Check for grammatical or spelling errors.
8. Make sure your letter doesn't sound like a generic letter. Use specific references to your conversations or experiences.

**SAMPLE THANK YOU TO MENTOR**

April 22, 2009

Ms. Carolyn Burrell  
Barrow Community Hospital  
316 North Broad Street  
Winder, Georgia 30680

Dear Ms. Burrell,

Participating in the hospital rotation program has been the highlight of my year. Thank you for the time and effort that you take to make this opportunity possible.

Even though I have had an interest in healthcare since middle school, this program allowed me to narrow my career interest to radiology. The mentors in every department were friendly and inspiring. Everyone encouraged me to do my best and provided me with useful career information.

I am now ready to begin my post-secondary education with a clear vision of my career goals. Thank you again for all that you do.

Sincerely,

Sam Smith

**SAMPLE THANK YOU LETTER AFTER JOB INTERVIEW**

May 22, 2009

Ms. Sam Smith  
First Bank of Winder  
222 East Main Avenue  
Winder, Georgia 30680

Dear Ms. Smith,

I wanted to take a few minutes to thank you for the opportunity to interview for the position of financial officer at First Bank of Winder. It was a pleasure talking with you and learning more about the position and First Bank.

The atmosphere at First Bank is warm, friendly, and courteous. I am especially impressed with the sense of family among the employees. Your statement about “growing” your own managers and executives reinforces the “family bank” philosophy. As a result of our conversation, I am convinced that First Bank of Winder has the kind of climate and opportunity for advancement that I desire.

I look forward to hearing from you. If you have further questions, please do not hesitate to contact me.

Sincerely,

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