



# Thank You Letter Writing Guide

## Entrepreneurship—Career Activity

For this assignment, you will write a Thank You Letter to possible place of employment or club related activity. Please use school letterhead, correct setup, correct grammar, etc.

- ➔ Thank you letters are *prompt*, personal replies to express appreciation for an interview and reiterate interest in and qualifications for the position.
- ➔ Sending a thank you letter leaves a positive impression and can sometimes be the deciding factor as to who gets offered the position.
- ➔ If you are no longer interested in the position, still send a thank you note as it reflects professionalism. It also keeps the door open if you should become interested in the organization in the future.

### Thank You Guidelines

- Send a thank you to each of the individuals you interviewed with within 1-2 days.
- You can choose the method that works best for you:
  - A hand written card;
  - Simple white paper with a hand written or typed message;
  - A typed letter on the same paper and letter head as your resume.
- The letter should be concise and in a business format; keep it simple and focused.
- Use a simple font like Times New Roman or Arial; 11-12 pt.
- Show genuineness and professionalism in your message; try to personalize your letter.
- Depending on the circumstances, an e-mail or phone thank you may be appropriate – use your best judgment.
- Proofread, spellcheck, & edit!!!! Your thank you should be error free.

### Basic Structure of a Thank You Letter

#### ➔ Opening Paragraph:

- Show your appreciation for the opportunity to interview
- Make a specific reference to the position ➔ **Middle Paragraph(s):**
- Reiterate your interest in the job and remind the interviewer of your key competencies that match the position.
- Mention key points discussed during the interview.
- Express confidence in your abilities and stress the “fit” (between you and the position).
- You may include an additional paragraph if you need to discuss qualifications you wish you would have mentioned during the interview, but didn’t have the chance.

#### ➔ Closing Paragraph:

- Restate your gratitude, clarify method of follow-up (i.e. “I look forward to hearing from you soon” or “I will call you on Friday regarding your decision”).
- Close on a positive note.

# Thomas County Central High School

4686 U.S. Bypass  
Thomasville, Georgia 31792

Ms. Trista Jones, Principal  
(229) 225-5050

February 9, 2020

PFG Powell  
Attention: Buddy Parrish  
110 N. Lee Street  
Thomasville, GA 31792

Dear Buddy:

Thank you for helping Future Business Leaders of America and Family Community and Career Leaders of America, once again, in our annual chicken dinner fundraiser. Your assistance with ordering supplies to make for a very successful event. Thank you for all that you do.

Profits from this fundraiser will be used to fund student FBLA activities such as:

**Fall Leadership Conference**  
**Regional FBLA Competition**  
**Statewide FBLA Competition**

The club members and sponsors greatly appreciate all you continue to do to support our programs. We look forward to working with you in the future.

Sincerely,

Ms. Emily Potter  
TCCHS FBLA Vice President

Feedback: 100/100

Formatting...perfect  
Grammar...simple and no erros

Great job of keeping it simple and to the point.  
Sometimes people overdo these. A simple thank you  
for your time and considering goes such a long way!