

Thank You Note Guidelines

It is important to thank someone after a job, internship, college or scholarship interview or receiving a scholarship. Your interviewers have taken the time to read your information, set up an appointment and meet with you. Sending them a note afterwards shows that you are considerate, thoughtful, appreciative and organized. If you *neglect* the thank you notes, you may just lose your chance of getting the job or scholarship. If you *use* the thank you note, you'll create an additional opportunity for yourself. Following are guidelines to follow when writing your thank you notes.

1. Be prompt. When you get home after an interview, sit down and write your thank you note immediately. It should be done within 24 hours of the interview.
2. Make sure you spell the recipient's name correctly (so be sure to get everyone's name who is interviewing you before you leave the interview).
3. Keep it short and sweet and to the point.

A sample letter for a scholarship interview might be:

Jayla Stone
111 Happy Lane
Battle Creek, MI 49015
March 22, 2008

Ms. Sharon Curtis
Battle Creek Community Foundation
One Riverwalk Centre
34 West Jackson Street
Battle Creek, Michigan 49017-3505

Dear Ms. Curtis,

Thank you for the interview for the Peterson scholarship. I appreciate you taking the time to speak with me and learn more about my life. I am happy to have made it this far in the process. The Battle Creek Community Foundation makes college possible for many students who otherwise couldn't afford it.

Sincerely,

Jayla Stone

Note this letter was typewritten in business fashion. For a scholarship it could also be handwritten on a thank you note card.

Of course when writing a letter you want to personalize it to your experience. If it is for a job interview, you can point out something that was mentioned that interested you during the interview. You can also take the time to clarify a point that was made or answer a question that came up.

Good luck, and happy writing... Be sure to mail these letters out promptly!