

## CAREER EDUCATION LIFE

Name: \_\_\_\_\_

# Thank You Note Guide

Send a note to anyone who helps you in your job search. Always use nice cards. Choose white cards with a simple Thank You on the front. It is best to hand write your cards. If your handwriting is poor, type out the Thank you card or ask someone to write it for you. Here are a few examples when writing your thank you notes.

### Thank You Note Guide #1

*Use this guide for someone who has given you referrals for job lead information.*

Dear Mr. / Ms. \_\_\_\_\_,

Thank you for taking the time to talk with me. I appreciate the names you gave me to call for job leads. I plan to call them today.

I am looking to find a job as a \_\_\_\_\_ . Please let me know if you hear of any other job leads. Thank you again for your time and consideration.

Sincerely,

Sign your name

### Thank You Note Guide #2

*Use this guide for notes to people you have called about a specific job lead.*

Dear Mr. / Ms. \_\_\_\_\_,

Thank you for talking with me about the \_\_\_\_\_ position you have open. This is exactly the type of job I have been looking for. I believe my skills and experience would fit nicely into \_\_\_\_\_ (List organization's name) Please consider me for this position.

Thank you again for your time and consideration.

Sincerely,

Sign your name