

# Lesson 13: Saying Thanks...Through Notes and Letters

## Category: Job Search Skills

### Employability Skills

- a) Interpersonal Communication
- b) Enthusiasm & Attitude
- c) Professionalism
- d) Work Ethic: Integrity, Responsibility, & Accountability

### Instructional Direction

Students discuss the etiquette of thank you notes:

- a) to whom they should be sent – any professional that has been of help to student
- b) when they should be sent – within 24 hours of assistance received
- c) how they should be sent – typed letter, e-mail, or handwritten note
- d) what they can say – brief reminder of the assistance received, thank professional for the help, phone number or e-mail address of student for future follow-up
- e) rules of thumb – do not use abbreviations, slang, or text language

Students should choose a professional, who has been helpful to them, then handwrite and send a thank you note to that person. Making an “event” out of sending these thank you notes (for example, having the entire senior class write and send a thank you note to someone of their choice prior to graduation) would make this practice more meaningful.

### Learning Outcome(s)

Students will be able to understand the importance of taking the time to send a written thank you note in today’s business environment.

### Resources Needed

1. Blank thank you cards
2. Writing utensils

Reference material — **Job Search Tips for Teens** as found on Workforce Solutions website

### Modification and Extensions

- Students can write more than one thank you note. Students can also draft (handwritten or typed) a thank you that is longer than a note to be used in a letter or e-mail.

