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.