

## **Hand-Written Thank-You Note**

### **Why Do I Need to Write a Hand-written Thank-you Note?**

- Express your gratitude to the recipient in writing.
- Say thank you in a more personal format.
- Writing a thank-you note shows you took the time to write the note by hand.

### **I Need to Send a Hand-written Thank-note After...**

- An organization interviews you.
- A professor, supervisor, mentor, friend, or family member provides career information/advice.
- A professor, prior employer, or colleague completes a recommendation for you.
- An informational interview with someone experienced in your field of interest.
- A fellow student, professor, or colleague goes the “extra mile” to support you with an assignment, application, resume review.

### **What is Included in a Hand-written Thank-you Note?**

- ✓ Write legibly.
- ✓ Appropriately address the person you are thanking (Ms. Roberts, Professor Smith, Dr. Hill).
- ✓ Say thank you.
- ✓ Be specific with why you are expressing your appreciation.
- ✓ Appropriately close the letter (Best, Sincerely, In Appreciation, In Gratitude).
- ✓ Sign your first and last name.
- ✓ If you have a business card, include 1-2 in the note.