

CAP requirement – Thank You letter

Assignment – write a letter to an adult who has been helpful to you at some point in high school. This could be a teacher, coach, mentor, counselor, boss, someone at church, etc.

This letter should be typed, double spaced, and at least 1/2 page in length. Be sure to sign the letter after printing.

Print one copy for the binder, and another copy to give to the person to whom you wrote the letter.

Sample General Thank You Letter

Date

Dear First Name, (or Mr./Ms. Last Name if you don't know them well)

Thank you for all the help you have given me with my job search.

I especially appreciate the information and advice you have provided, and the contacts you have shared with me. Your assistance has been invaluable to me during this process.

Again, thank you so much. I greatly appreciate your generosity.

Best Regards,

Your Name

More examples on the next page

Letter of thanks to someone for doing something thoughtful:

Address

Date.....

Dear Mr. Goutam,

I would like to convey my sincere thanks to you for your recent thoughtfulness. It was so kind of you to speak favourably about me to my chief. It was just what I needed but never expected! You always seem to know the perfect time to say or do. I am truly touched by your generosity, your spirit, and willingness to get out of your way to help me. You are my real friend. I am indeed lucky to have a friend like you in my life. Thank you again for being so thoughtful.

Sincerely yours,

Arvind

Sample Reference Thank You Letter

Your Address
City, State, Zip

Today's Date

Name
Title
Organization
Address
City, State, Zip

Dear Dr. :

Thank you very much for your willingness to act as a reference for me in my job search. I place a great deal of trust in your judgment and ability to evaluate critical areas of my abilities and am honored that you will support me in this process.

I will be in contact from time to time to keep you posted on my career research. I will also send a copy of my updated resume to your office as soon as it is ready. I would appreciate any feedback you might provide. I thank you again for your assistance with this important step to my success.

Sincerely yours,
(Your signature)
Your name typed

Sample Networking Thank You Letter

7 Apple Court
Nashville, TN 37240
615-555-0303

Ms. Lisa Jones
Great Business Systems, Inc.
1000 SW 4th Avenue
New York, NY 11111

Dear Lisa,

Thank you again for agreeing to be a member of my personal "network." This is an important time in my life as I take the plunge to begin my career, and I truly value the advice of professionals like you who know the consulting field so well. I especially appreciate your offer to introduce me to other professionals and consults in your network, which I know will be extremely helpful to me in establishing myself.

Lisa, I can't thank you enough for your willingness to help me launch this phase of my career. I will be sure to keep you informed of my progress. And please do not hesitate to contact me if you think of any additional suggestions for expanding my network and establishing myself as a consultant.

Sincerely,

(your name)