

Thank you note for Mock Interview

Thank you note project! Now that you've had your interview, a Thank you note is critical to making that first impression last. You should send the thank you note as soon as possible after the interview. In the real world it may be acceptable to send the not via email. Check with your contact person at the interview or an administrative assistant. When in doubt, nothing replaces a letter in the mail!

Please fold a piece of paper in quarters. Use the solid fold as the spine. You can use a simple, classic design on the front if you choose, but not cartoons, smiley faces, etc. Please keep it professional.

Use the note below as a GUIDE ONLY. Use your own words and your own experience to personalize you note. Write a note to your interviewer that summarizes the experiences and makes your interviewer knows you appreciate their time and effort.

Place your finished note in the "In Bin".

EXAMPLE OF A THANK YOU NOTE:

Dear Mr./Mrs. _____,

Thank you very much for giving me the opportunity to have an interview with you.

I learned many skills including filling out an application, creating a resume and preparation for the meeting. I also learned many skills during the interview, such as being ready for the unexpected and knowing how to answer any questions thrown out at me.

Again , thank you. It was a pleasure meeting with you.

Sincerely,

A wonderful student

Thank You Note Outline

Note: Final Copy Must Be Done In Blue/Black Ink

Name _____ Period _____

1. You are going to write a thank you note to the person that interviewed you. Prepare your 4-5 sentence rough draft on the lines below. Show your teacher so it can be checked for grammar and spelling. Ideas of what to include:

- Thank you for the opportunity to:
 - Learn what an interview is like
 - To experience what a job interview is like
 - To learn more about Career Connections
- Thank you for taking time out of your day to come to TCMS
- I really enjoyed talking to you about _____.
- In our Career Connections Unit , I learned:
 - How to prepare a resume
 - How to complete a job application
 - How to dress for an interview
 - The importance of body language, eye contact and a firm handshake
 - Other _____
- It was very nice to meet you.

Rough Draft:

Date: _____

Dear _____,

Sincerely,

Your Signature

ONCE YOUR ROUGH DRAFT IS CHECKED, CONTINUE WITH THE DIRECTIONS ON BACK.

2. SELECT a piece of paper provided by teacher
 - Decide if you are folding it into quarters or in half. If your handwriting is large, you should fold it in half.

USE BLUE OR BLACK INK TO WRITE YOUR NOTE

ON THE OUTSIDE, NEATLY WRITE THE NAME OF THE PERSON THAT INTERVIEWED YOU

ON THE INSIDE (RIGHT HAND SIDE OF NOTE):

Date

Dear _____,

Indent your first sentence and continue with the remainder of your sentences.

Sincerely,

Your Signature

3. When completed , put your thank you note in the assigned space by teacher