



# WCA COUNSELOR CHATS

## Topic: Writing Thank-You Notes

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*"In every thing, give thanks."  
- 1 Thessalonians 5:18*

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All students should learn the art of hand-written thank you notes. Occasionally, an email to express appreciation is sufficient; however, in most cases nothing is a good substitute for a hand-written thank-you note.

Some of the situations where hand-written thank-you notes are important include:

- follow-up to a college admissions office for a visit that you made to campus;
- follow-up to a professor with whom you met while you were on campus;
- scholarship committees when you have scholarship interviews;
- alumni who interview you for their particular college or university;
- and, don't forget thank-you notes to the teachers who write recommendations for you.

There are many stories of students who were hired for jobs or who received scholarships largely because they took time to thank those who interviewed them. Go the extra mile and pay attention to this detail.

### **The five key elements of a thank-you note include:**

1. Start with the date and salutation. Send your note within a week of the event for which you are expressing thanks.
2. Say thanks right off the bat. Be specific about why you are writing the note.
3. Compliment the kind gesture. Don't be afraid to give a compliment—everyone loves a compliment as long as it is heartfelt.
4. Allude to the future. Anticipate another get-together or a positive outcome to this event.
5. Finish with sincere regards. Reiterate your gratitude, and then close the note with something like "Sincerely" and your first and last name.

Don't forget to proofread the note before you send it!! You want to show your intelligence!!