

## Lesson Plan 9: The Thank You Letter in a Job Search

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### Core [www.cfnc.org](http://www.cfnc.org) Area:

Job Search

### Total Time:

One 50-55 minute class period

### Target Grades:

Grades 10-12

### Suggested Timeline:

Any time in the school year—preferably after the Job Interview lesson

### ASCA Correlation

(Which of the ASCA Standards does this lesson address?)

A-A	A-B	A-C	C-A	C-B	C-C	PS-A	PS-B	PS-C
		X		X	X	X	X	

### Lesson Objectives

Students will be able to:

1. Explain the importance of sending a thank you letter after a job interview.
2. Use [www.cfnc.org](http://www.cfnc.org) to practice writing a letter of thanks appropriate after a job interview.

### Materials Needed

- Access to the computers and [www.cfnc.org](http://www.cfnc.org) for each student
- A copy of the **Thank You Letter Template** Worksheet (Activity 1) for each student

### Advance Preparation

Print the Thank-you Letter Worksheet

Optional: Have a variety of thank you notes stationery and examples of typed thank you letters to show the students. (The keyed thank you letters can be real or not real.)

### Activator (Typically 5-10 minutes)

Ask students to think of the last time they received a “thank you” (either a verbal thank you or a written thank you). How did the gesture make you feel? (Have students share any comments they may have.)

Show students examples of thank you note stationery and examples of thank you letters you have collected. Ask students if they have ever received or given a thank you on stationery. Ask students if they think written thank you notes have gone “out of style”. (Allow students to offer their opinions; however, also add that in today’s world, any time we can show someone we took an extra effort, the better.) Hold up the sample letters, and read one or two aloud. Ask students if they thought the letters sounded sincere and if they thought the letters were well-written.

Discuss the importance of writing a thank you letter after an interview with students.

Tell students that this lesson is intended to focus on how to write a thank you letter after a job interview; and, they will get a chance to practice writing a thank you letter.



**Core Learning Strategies/Lesson Activities (Typically 30-40 minutes)**

<b>Session #</b>	<b>Step #</b>	<b>Responsibility</b>	<b>Action Steps</b>
1	1	School counselor	<ul style="list-style-type: none"> <li>• Focus on today's work:               <ol style="list-style-type: none"> <li>1. Distributes the (optional) Sample Thank You Letters and the Thank You Letter Worksheet</li> <li>2. Ask students to review the cover letters and/or the Cover letter worksheet</li> <li>3. Read and discuss the sample thank you letters that you provide and/or the sample cover letter on the worksheet</li> </ol> </li> </ul>
	2	Students	<ul style="list-style-type: none"> <li>• Discuss thank you letters</li> </ul>
	3	Counselor	<ul style="list-style-type: none"> <li>• Ask students to sign in to <a href="http://www.cfnc.org">www.cfnc.org</a> and click on:               <ul style="list-style-type: none"> <li>○ Career Planning</li> <li>○ Get A Job</li> <li>○ Thank You Letter Builder</li> </ul> </li> <li>• Ask students to complete all steps in the cover letter creator, using the sample scenario on the worksheet. The guided practice portion of the worksheet will provide assistance.</li> </ul>
	4	Student	<ul style="list-style-type: none"> <li>• Sign into <a href="http://www.cfnc.org">www.cfnc.org</a> and Complete the Thank You Letter Builder</li> </ul>
	5	Counselor	<ul style="list-style-type: none"> <li>• Assist students as they complete their thank you letters</li> <li>• Remind students that their thank you letter will be saved and stored in their <a href="http://www.cfnc.org">www.cfnc.org</a> Portfolio.</li> </ul>

*(chart from RI School Counselor Association's Toolkits, found at [www.rischoolcounselor.org](http://www.rischoolcounselor.org))*

**Summarizer/Informal Assessment (Typically 5-10 minutes)**

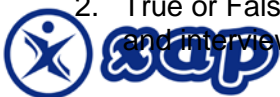
After completing this lesson, the students should be able to:

1. Explain the importance of sending a thank you letter after a job interview.
2. Practice writing a letter of thanks appropriate after a job interview.

Review the objectives of the lesson above by having students sit in groups of two or three. Before asking the following questions, tell the students to discuss the answers to the questions in their small groups. As soon as the group members agree on an answer, the group members should raise their hands. As soon as all hands are raised, ask one group to answer the review question. Repeat the process until all questions are discussed.

Review questions:

1. After a job interview, you should write a letter of thanks within a few days of the interview. Give at least two reasons why this should be done.
2. True or False? After a job interview, no communication happens between the interviewer and interviewee unless the person being interviewed gets the job.



3. The body of the thank you letter should include three basic steps. The first is “tell why you are writing.” What are the other two?

### **Follow-Up**

Opportunities for additional learning could include the lessons provided related to Job Search project lessons.

You may want to expand upon the lesson by having students write a letter of thanks for something other than a job interview. Have the students identify people they could write to. Tell them to think of people who deserve a letter of thanks—a parent, grandparent, neighbor, coach, church school teacher, etc. Have the students use the same basic format of the thank you letter template, and collect the letters when completed. Have the students also address the envelopes and mail the thank you letters.

Another way to expand upon this lesson is to have the students pretend that they are the person doing the interview. Write a letter that could be sent to tell someone he/she is offered the job, and write a letter that could be sent to tell someone he/she is not offered the job. (Again, use the basic three paragraph approach: tell why you are writing, give any additional details, and end the letter.) If time, discuss the use of letterhead business stationery.

**Student Name:** \_\_\_\_\_

1. **Directions:** Review the information below to use as a guide for a thank you letter.

355 Great Pine Ct.  
Fargo, ND 58102  
April 15, 2010

Include your home address and the date you are writing the letter

Include the complete name and job title if known along with the complete business address of the person who conducted the interview. If more than one person conducted the interview, send a separate letter for each interviewer.

Mrs. Traci Hall  
Mac's Sporting Goods  
800 4<sup>th</sup> St. North  
Fargo, ND 58102

Include both a salutation at the beginning and a closing at the end. An appropriate closing = Sincerely or Sincerely yours

Dear Mrs. Hall

1<sup>st</sup> paragraph = Tell why you are writing. Provide the date, and keep 1<sup>st</sup> paragraph short.

I am writing to thank you for the opportunity Wednesday to discuss the opening you have in the customer services department of your sporting goods store.

2<sup>nd</sup> paragraph = Provide specific details that would have you as a candidate stand out. Stress the fact that you are a "fit" for the company!

As I mentioned in my interview, I have had many opportunities to be involved in a variety of sports. I am even more confident now that I would enjoy and excel as a customer services representative. I believe that my sense of humor and my knowledge of sports would make me a great fit for your company.

As I mentioned, I will call you next Friday, April 26, to see whether you have made your decision. Thank you for your time and consideration.

3<sup>rd</sup> paragraph = the ending of the letter; indicate one more time how the communication will be made as to whether you have the job or not; be gracious!

Sincerely

Leave enough blank line space to sign the letter. Also check when done: no spelling mistakes and "even white space" at top and bottom of letter

Scott Preston



### Thank you Letter Guided Practice:

**Directions:** Use [www.cfnc.org](http://www.cfnc.org) to create a thank you letter to Mr. Jace Thompson. Mr. Thompson interviewed you yesterday for a summer job as a city park supervisor for students who are currently in middle school. The students will be volunteering time mowing lawn, pulling weeds, and emptying trash and recycling containers from May 1 to September 1 of 2010 in the city park. Your job as the city park supervisor would include the following duties: answering phones at the park's office, keeping track of volunteer hours, and being sure that the students check equipment in and out of the park office for their jobs.

Mr. Jace Thompson's address is: 7324 Hamilton Street, Cornelius, OR 97113, and he works for the Cornelius City Works Office at 7324 Hamilton Street. Use today's date for your letter.

Thank You Letter Guided Practice: Use the information listed above to complete the following activity

1. Sign in to [www.cfnc.org](http://www.cfnc.org)
2. Click on Career Planning
3. Click on Get a Job
4. Click on Thank You Letter Builder
5. Complete the Thank You Letter
6. Print or Save your thank you letter
7. If you would like to expand on your thank you letter, complete the following steps
  - a. click export to file in the upper right hand side of the screen
  - b. Save your thank you letter as a word document
  - c. make modifications as needed
  - d. save changes
  - e. attach the 'new' version to your [www.cfnc.org](http://www.cfnc.org) Portfolio

