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Thank you letter for school acceptance

Writing a thank-you letter is an art that requires more than a little thought. If you're on friendly terms with the recipient, a little humor and warmth will do just fine. On the other hand, if you're writing to someone you don't know well, such as a potential client or your employer, you'll want to keep it strictly professional. There are several ways to end a letter, but a carefully chosen closing can leave a positive impression and open the door to further communication. The final paragraph naturally brings the letter to a close. It's where you summarize your message and once again express your gratitude. You should also reinforce the reason why you've written the letter in the first place. For example, writing "thank you once again for considering me for the position" or simply, "thanks for your consideration" are perfect thank you note closings to a potential employer. "Thanks for taking the time to meet with me" or "I appreciate your interest in our line" would work in a follow-up thank you letter to potential customers. Leaving the door open leads to opportunity, so you should make it clear you are looking forward to communicating with the recipient again. For example, you could write, "I look forward to hearing from you" or "I look forward to meeting with you again." Signing off your letter with "Yours truly," "Yours sincerely" and "Respectfully yours" are as simple as you can get, yet effective. These closings have stood the test of time and work just as well today as they have throughout the history of letter writing. They are versatile closings that can be used for just about any kind of formal letter. If you feel like you might need to say something a little more personal, then you can use closings like "Yours respectfully," "Cordially," "With Appreciation" or "Best Regards." These closings are more appropriate when you have some kind of familiarity with the recipient but still need a touch of formality. And don't forget the golden rule of capitalization - one-word closings such as "Regards" are capitalized, and for multiple-word closings, capitalize the first word - the others are lower-case, for example, "Kind regards." Avoid overly friendly closings such as "Cheers," "Take Care" or "Always" which may be good ways to close letters to friends or casual business acquaintances but not appropriate for a formal thank you letter closing. Ideally, your formal thank you letter is typed on your personal letterhead which includes your name, address, email address, phone number and website, if applicable. After the closing, you insert your handwritten signature above your typewritten name. If your thank you letter is via email, type your name after the closing, followed by your contact information so the recipient can easily get back to you. The advantage of an email is convenience - your recipient need only hit "reply" for a quick response to your letter - hopefully with an order or job offer. You've successfully navigated one of the major hurdles in your job search -- you've been invited for an interview. Your resume and cover letter obviously impressed the recruiter or hiring officer enough so that they want to talk to you in person. Sustain the positive impression by writing a courteous, professional response to the interview invitation, even if you've already provided an initial e-mail or telephone response. Sending a thank-you letter after an interview tells a future employer that you're serious about the position, and that you have a strong work ethic and business sense. It also gives you a chance to reiterate the skills and qualities that make you a formidable contender for the position. Though you may be tempted to go on and on about your merits, keep your thank-you note short and direct - two to three paragraphs of two to three sentences each, at the most. Send your thank you email or letter right after your interview while the events of the meeting are still fresh in your mind, and your qualifications are still fresh on the interviewer's mind. If you are not able to write your email or letter immediately, jot down a few notes right after your interview so you don't forget the most important points of your conversation. Make time to send your correspondence before the end of the day. Despite the friendly rapport you might have built with your interviewer, professionalism is a must for an effective thank you letter. Address your letter, "Dear [First Name] [Last Name]," even if your interviewer allowed you to call her by her first name during your meeting. Remain humble to show respect for your potential employer. At the start of your intro paragraph, thank your interviewer right away. Thank her for taking the time to meet with you, and indicate your appreciation at being considered. Reiterate how much you enjoyed the meeting, and express that you're still very interested in the position and excited at the prospect of being the company's newest employee. Use the body of the letter to extol your virtues, and remind the interviewer why you are the best person for the job. Bring up specific qualities the interviewer mentioned are required to successfully fulfill the position, and use her own words to segue into a conversation about your merits. For example, "During our meeting, you explained that you need to hire someone who knows how to delegate responsibility to keep focused on the big picture. While employed at Boardwalk Shoe Corp., I was in charge of a staff of 20 people. Under my supervision, they focused on our day to day sales goals, which left me free to focus on our quarterly and yearly progress. I raised our profit 8 percent during my first year with the company." To effectively close your thank you letter, reiterate your gratitude and indicate your desire to keep in contact. For example, "Thanks again for such a valuable opportunity. Please call me next week if you have any additional questions or concerns. I hope to be working with you soon." Thank-you letters play an important role in landing a job. Would you choose someone who demonstrates a polite and professional attitude over someone who doesn't even think to say thanks? Whether you have one interview or five, send a thank-you letter every time you meet with someone to discuss an employment opportunity. It's better to send an unexpected, yet welcome, thank-you note to a prospective employer than not to send one to a hiring manager who thought you'd demonstrate the type of professional courtesy she believes candidates should extend. When you're looking for a job, thank-you letters aren't required, but you shouldn't overlook them. The recruiter, hiring manager and company officials who spend time interviewing you didn't have to schedule time to meet with you, but they did, so writing a thank-you letter is a welcome gesture. Keep your letter professional, thanking the interviewer for her time. Many organizations begin their selection process with a telephone interview. Although the interview is brief -- usually around 10 to 20 minutes -- it takes recruiters time to conduct the preliminary screening to determine whom they want to interview. Then, they must notify the applicant she's been selected for a phone interview and, finally, conduct the interview itself. It's entirely appropriate to send a thank-you note to the recruiter. As soon as you've finished the telephone interview, review the notes you took during the conversation and write a brief note, such as, "Thank you for taking time to discuss the medical records manager position with me. My qualifications appear to be ideally suited to the job as you described it and I'm looking forward to moving to the next interview steps." When you've officially made the second cut and get the chance to shine during an interview with the person who might become your next boss, you should absolutely send a thank-you letter no later than 24 hours after your meeting. Begin by expressing your appreciation the time each interviewer spent with you. Raise a few points about why you're qualified for the job, restate your interest in the job and remind each interviewer what you bring to the organization. Reiterate your credentials and experience. Include one or two sentences about a matter you discussed during the interview, such as what you plan to accomplish during your first several weeks on the job. Given that this is near the final step in the selection process, close your letter by saying how much you would enjoy becoming part of the organization's team and contributing to its goals. Collect a business card or quickly jot down names and titles of people you talk with during your interviews using the pad and pen you brought in your portfolio that contains extra copies of your resume, cover letter and professional references. Make sure each letter is individual and before you send it make sure you have the names and titles correct. Recall something specific each panel member talked about during the interview and include that in your letter. For example, if the panel included an operations manager and a prospective colleague or peer, indicate in your letter to the manager that you are committed to the organizational philosophy and mission and that you're looking forward to aiding the company in achieving its goals. For your letter to a potential colleague or peer, you could say that you're excited about developing a collegial relationship with him and working collaboratively to achieve the company's goals. You can impress an employer by sending a thank you letter after an interview. It shows your thoughtfulness and is another opportunity to promote yourself. Because many candidates don't do it, this act can help you stand out from the crowd. A thank you letter isn't a requirement and won't guarantee you the job, but sending one could keep your name on the list of leading candidates. Send the note within 24 hours of the interview because sending a thank you note promptly creates an impact. According to the authors of "Business Communication: Process and Product," being prompt shows good manners and enthusiasm for the position. Also, it keeps the memory of your meeting fresh on the interviewer's mind. You can send a thank you letter by mail or in an e-mail. A mailed letter is often better, but if time is of the essence, send an e-mail. The company's culture could also determine the method you choose. For instance, send an e-mail if the company strives to be green. Some candidates send both. Typewritten letters are more professional but you can send a handwritten one for a personal touch if you have a clear, easy-to-read penmanship. In your letter, express your appreciation for the interview and for being considered. Reiterate your interest in the position and remind the employer of your qualifications. You can add information the interviewer asked for, as well as details you forgot to mention during the interview that could sway the employer in your favor. Focus on the benefits you can provide the company, but avoid overusing sentences beginning with "I." Include the date of the interview and the title of the position so the interviewer can easily remember you. Be sincere and enthusiastic. Your letter should be less than a page. If a group of people interviewed you, send a thank you letter to each one. Also, send a note to the person responsible for arranging the meeting. Because anyone at the company could have some input in the hiring decision, it is important to also show appreciation to people who assisted in some way, such as the receptionist. When you write a thank-you letter as a response after being rejected for a job, you not only show your graciousness, you'll also make a favorable impression on your interviewer. Most rejected candidates don't bother to write a thank-you letter after they are passed over for a job. So, writing one can leave your interviewer favorably impressed and possibly lead to other opportunities in the future. Subject:Model Letter of Acceptance Area:Operations Management Date Revised:November, 1 2002 Food and Drug Administration Rockville MD 20857 Dennis Brydges Executive Officer Food and Agriculture Organization 1001 22nd Street, N.W. Washington, D.C. 20437 Dear Mr. Bridges: On behalf of the Food and Drug Administration, I am pleased to acknowledge your invitation to Mr. Sidney H. Rogers, Director, Investigation Branch to review the Food and Agriculture Organizations National Export Certification Program and its application in the field of export practices. The travel will take place in Rome, Italy from July 10-27, 2002. In accordance with your letter of May 12, 2002, we understand that your organization will reimburse the costs for air fare, lodging, meals, and miscellaneous expenses. When Mr. Rogers has returned and presented his claim, you will be notified by our Accounting Receivable Branch of the amount to be reimbursed. Checks are to be made payable to the Food and Drug Administration. Enclosed for your reference is some general information on guidelines for FDA employees who speak or participate in outside seminars and conferences. Sincerely, Malcolm Frazier Director, Office of Resource Management Enclosure FMD 13 Distribution: Regional Food and Drug Directors and District Directors FDA Headquarters Offices Issued by: ORA/ORO/Division of Field Investigations (HFC-130) Authority: ORA Publication Date: November 2002 There are people in your life who typically go unnoticed because they do things when you're not looking. They could be people who work for you, your next door neighbor, a server who makes sure your toddler is happy, or the person behind the cash register at a store you frequent. They might be doing their jobs that seem mundane, but without them, your life wouldn't be as good. Perhaps you should take a little time to think about these people and find ways to let them know you appreciate what they do. They probably don't expect a show of gratitude, but if you thank them, you're showing your own kindness. Have you ever written a thank you note to your mail carrier? How about your hairdresser? If not, you're in the majority because these people become invisible as long as they do their jobs. An occasional unexpected thank you note is good, and you never know how it might impact them. It might turn a dreary day into one they'll always remember. What types of situations may call for an unexpected thank you letter? Almost anything where you received a service, product, or special favor from someone. Even if you don't send a note, a verbal thank you is always in order. Here are some examples: You've applied to graduate schools, and lo and behold, you've been accepted to the program of your dreams. You may think you're all set and you need only pack your bags, book a flight or load your car, and head out to grad school. But, you need to take one more step to ensure your position at the school will be open and ready for you when you arrive: You'll need to write an acceptance letter. Admissions officers have to be sure that you are ready to attend; otherwise, they will likely give your spot to another candidate. Your graduate school applications were just the first step. Maybe you received several offers of admission, maybe not. Either way, remember to share the good news with friends and family first. Don't forget to thank your mentors and people who wrote recommendation letters on your behalf. You want to maintain your educational and professional contacts as your academic career progresses. Most grad programs notify applicants of their acceptance--or rejection--by email or phone, although a few still send formal letters by mail. Regardless of how you're notified, don't immediately say yes. This is especially important if the good news comes in a phone call. Thank the caller, likely a professor, and explain that you will reply soon. Don't worry: You won't suddenly have your acceptance revoked if you briefly delay. Most programs give accepted students a window of a few days--or even up to a week or two--to decide. Once you've had a chance to digest the good news and consider your options, it's time to write your graduate school acceptance letter. You can respond via a letter that you send through the mail or you can reply by email. In either case, your response should be short, respectful, and clearly indicate your decision. Feel free to use the sample letter or email below. Simply replace the name of the professor, admissions officer, or admissions committee of the school as appropriate: Dear Dr. Smith (or Admissions Committee): I am writing to accept your offer to enroll in the X program at [graduate university]. Thank you, and I appreciate your time and consideration during the admissions process. I look forward to attending your program this fall and am excited by the opportunities that await. Sincerely, Rebecca R. Student Though your correspondence seemingly states the obvious, it is very important that you make it clear that you intend to enroll in the graduate program. And, being polite--such as saying "thank you"--is always important in any official correspondence. As you would with any important correspondence, take the time to reread your letter or email before you send it. Ensure that it doesn't have any misspellings or grammatical errors. Once you're satisfied with your acceptance letter, send it. If you've been accepted into more than one grad program, you've still got some homework to do. You'll need to write a letter declining an offer of admissions to each of the programs you rejected. As with your acceptance letter, make it short, direct, and respectful.

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