

Say "Thank You" when :

- someone agrees to be your reference**
- someone gives you a letter of recommendation**
- someone puts you forward for a job.**

It is very important that you thank people.

Show the person that you respect what they have done for you.

References have to take time away from their jobs or personal lives to do this for you.

You can say thank you via email, via a thank you note card, or a letter.

The advantage to sending a handwritten note or a letter is that the person has a reminder of your appreciation. That makes more of an impact than an email message which can be quickly filed away or forgotten.

You might want to send a card if you find out they gave you a really good reference or if they were involved in mailing or delivering items to help you get a job, or if they helped you get program acceptance or a scholarship. After all, you might need them again in the future!

Some suggestions for things to say in a "Thank You" Letter

I wanted to thank you for allowing me to use you as a job reference and for giving me a recommendation.

As a result of your help, I am now.....

Again, thank you for all you have done for me.

In the future, I hope to help others if I can be a reference for a deserving person.

If there is any way I can help you in the future, please let me know.

* The other day I was speaking to a teacher who told me that over his career he had given many, many references and he had never once been properly thanked by the people for whom he wrote all those references. He inspired me to teach my reference requesting students about the need to properly thank their references. Thank you Richard!

