

EXAMPLES FOR WORDING ON THANK-YOU CARDS...

Feel free, of course, to use your own discretion and wording but for those of you who aren't sure what to write or how to write it, here are some suggestions...

IF YOU GOT THE JOB...

Dear Mr./Mrs./Ms. _____:

I wanted to take the time to thank you for interviewing me regarding the Co-op position. It made me even more excited about the job and I'm really looking forward to starting. I'm sure it will be a great experience! Thanks again!

Sincerely,

Your signature

IF YOU'RE STILL WAITING TO HEAR BACK FROM THEM...

Dear Mr./Mrs./Ms. _____:

I wanted to take the time to thank you for interviewing me regarding the Co-op position. I learned a lot from the interview experience and I look forward to hearing from you with your decision. Thanks again!

Sincerely,

Your signature

IF YOU DIDN'T GET THE JOB...

Dear Mr./Mrs./Ms. _____:

I wanted to take the time to thank you for interviewing me regarding the Co-op position. Although I didn't earn the position, I learned from the interview experience and appreciated the opportunity. Thanks again for your time.

Sincerely,

Your signature

Remember...

- **Neat, in ink, error-free (rough copy first?)**
- **If mailing it: correct name and address on front of envelope; your home return address on back flap of envelope. We can put a stamp on it for you if needed**
- **Ideally, use a thank-you card that you've made or purchased; otherwise, we can provide you with a 'Bluevale Thank-you Card'**

THANK-YOU CARDS ARE NOT AN OPTION; THEY ARE AN IMPORTANT STEP TO BUILD YOUR REPUTATION AND BLUEVALE'S. PLEASE PREPARE TO MAIL OR DELIVER IT THE DAY FOLLOWING YOUR INTERVIEW. Thanks 😊

