

Thank You Letters

To-Do List

___ **Task 1:** Write the body of your cover letter.

___ 1 sentence: Thank the interviewer for meeting with you.

___ 1 sentence: Tell the interviewer that you enjoyed meeting her.

___ 1-2 sentences: State that you are interested in the job.

___ 1-2 sentences: State one good reason why you are a good fit for the job.

___ 1 sentence: Give the interviewer your phone number and email address.

___ **Task 2:** Stand up and stretch.

___ **Task 3:** Proofread your writing out loud, two times. Fix any errors.

___ **Task 4:** When finished, bring me your work and we will proofread together.