

Employer Thank You Card Directions

1. Use MS Word
2. **Type a header:** Shannon Boyer Thank You Card March 2018
3. Type the text that you will include in your Employer Thank You Card.
4. Once this is turned in and approved, I will give you an actual card to handwrite the text in. So, be careful not to write too much in your word document or you will run out of room.

These will be presented at employer reception

FAQ:

1. **What if I hated my job and everything about it?** You are thanking the person for taking the time to mentor you, employ you, be available to you, participating in the program (filling out paperwork, dealing with scheduling, etc.) This is not the time to think about the actual job and whether you want to continue working there.
2. **What if I don't know what to put?**
 - a. Thank them for some of the items in #1
 - b. Recall an experience at the job that they helped you through
 - c. Tell them what you admire about them or the organization
 - d. Tell them the kind of impact that the job had on you – realizing it's not for you isn't necessarily a bad thing
3. **What if I write too much?**
 - a. We can insert a paper for you to continue writing, but be aware of the length.
4. **What if the person who I want to write my letter to, isn't my mentor?**
 - a. You will need to write a thank you letter to your mentor (or the person attending the employer appreciation breakfast)
 - b. You may write two letters if you have more than one person to thank
5. **What if my mentor no longer works there?**
 - a. You may write one to the person who replaced them
 - b. You may keep it generic if this was a sudden move and you don't know them all that well.