

## Thank You Note Assignment

Susan N. Wilson NEW Leadership® New Jersey is made possible by the important contributions made by sponsors, guests, speakers, and staff. Using the cards you received, we would like each of you to show your appreciation by writing and mailing a thank you note to a few of these individuals.

One thank you card should be addressed to the individual you introduced during the program and/or to the person at your school who helped secure your funding to attend NEW Leadership®. Another thank you card should be addressed to any speakers, guest, or staff you connected with. You don't have to write anything long or fancy; it's the thought that counts.

To help you get started, below are some suggestions for elements that belong in a thank you note:

### **(Include date at the top)**

**Dear** [use formal title unless you have a very good reason to think it's OK to use a first name – “Assemblywoman X” or “Ms. Y” whichever is appropriate – can't go wrong with being polite]

#### **1. Start with a statement of thanks:**

- For a speaker, guest, or staff member you may want to thank them for their time—e.g., *“Thank you for taking the time to speak about X at NEW Leadership®”* or *“I really enjoyed your talk about X at NEW Leadership®.”*
- For a donor you may want to thank them for their contribution—e.g., *“Thank you for supporting my attendance at NEW Leadership®”* or *“The contribution of the X Foundation to NEW Leadership® New Jersey meant a lot to me.”*

#### **2. Add in specifics about your experience:**

- For a speaker, guest, or staff member you may want to write a few sentences about how your time spent with them was valuable—e.g., *“It was so valuable to find out about...”* or *“Your story about X was so funny, and I loved hearing how you resolved the situation.”*
- If there's a personal connection to be made, do so—e.g., *“Because I'm planning to go to law school, I enjoyed hearing your recommendations about how to survive the first year”* or *“As a fellow South Jersey resident, I was proud to hear you mention...”*
- For a donor you may want to write a few sentences about the value of the program, or the particular aspect of the program that their contribution supported for you—e.g., *“The action projects assignment I worked on really helped me...”* or *“The whole NEW Leadership® experience gave me new insight about...”*

#### **3. Include something about how you expect to benefit in the future from their contribution:**

- For a speaker, guest, or staff member you may want to point to specific things you learned from and discussed with them that connect to your future career/ambitions—e.g., *“The information you provided about X will be valuable to us*

*as we complete our action project” or “I know that in the future, when I do X I’ll remember your advice about...”*

- For a donor you may want to point out what general takeaways you have gotten from the experience—e.g., *“Now that I’ve learned about X, I expect to ...”* or *“NEW Leadership® has helped me to figure out that what I really want to do is...”*

#### **4. Close with a note offering to continue keeping in contact**

- If you’ve agreed to do something, make sure to mention it before you close (and then make sure you follow up!) —e.g., *“As soon as I get home, I’ll forward that article I promised to send about...”* or *“As we discussed, I’ll be in touch with you in September about speaking at our campus.”*

**Use a professional send-off (e.g. “Best,” “Best wishes,” “Sincerely,” etc.)**

**Write your full name legibly** (this is also a good place to put your contact information in case they want to follow up)