

# WHEN TO WRITE A HANDWRITTEN NOTE

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## JOB SKILLS/CAREER DEVELOPMENT

BMT-IBT-2 HUMAN RESOURCES

BMT-BT-3 COMMUNICATIONS

BMT-BC-6 EMPLOYMENT COMMUNICATIONS



# WHY AND WHEN TO SEND A HANDWRITTEN NOTE

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- Yes, handwritten notes are tedious, require postage and hurt your wrist. But think about it this way: fewer and fewer people write thank-you notes today, which makes the ones you compose ten times more valuable than they once were.
- You write a handwritten note...
- When someone does something extra special for your career
- When someone gives generously of his/her time to help you
- When you want to solidify or strengthen a relationship

# HANDWRITTEN NOTES TIPS

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- When you feel an email isn't enough
- Here's the deal: There's no wrong time to send a handwritten note. If you have a few moments (and an envelope and stamp), stick a letter in the mail.
- *NOTE: Better yet, have a few notes, stamps and envelopes at your desk so you're ready when a thank-you opportunity arises.*
- It's unlikely the person will respond to your message with "Thanks, how nice!" but you can trust he/she will appreciate the note, save it and think of you in a whole new light.
- Plus, the act of sending a letter will make you feel great too.

# SAMPLE HANDWRITTEN NOTE

## SAMPLE DONOR

Dear Mr. Murphy,

I just wanted to personally thank you for your donation to the Pace Annual Fund. Thanks to donations like yours, I am able to attend a university that has given me countless opportunities, including scholarships, access to internships and research opportunities, connections with incredible faculty, and friends that I will have for a lifetime. Without your support, I would have never been able to attend Pace University. So, from the bottom of my heart...

Thank you!

Sincerely,

Charlie

Had to type note  
Austin Southern

October 31, 2019

Thank you for interviewing me and letting speak with you about my qualifications. I enjoyed talking to you and I'm really excited about this opportunity.

I believed I am a perfect fit for this position because I have worked on similar research projects while studying for my Master's Degree at Yale University. I enjoyed speaking about ideas for your projects.

Sincerely yours,

Austin Southern

| <b>Austin Southern</b>                                      |                |       |
|---|----------------|-------|
| Handwritten Notes   | Possible Score | Score |
| Typed and formatted in the form of a letter on the computer | 33             | 33    |
| Grammar, Spelling, Punctuation                              | 33             | 33    |
| Word Choice   | 33             | 33    |
| Total Score   | 100            | 100   |