

Model #8: Thank You Letter

In the thank you letter, you have two objectives: to express your gratitude and to promote your business objective, whether to help advance a job application, provide additional sales, or strengthen a positive working relationship. When writing thank you letters, provide specific information that reinforces your purpose. For example, in a follow-up to a job interview, point out a new fact about yourself that proves you have a quality the interviewer mentioned was crucial for the position; in a letter to a customer, summarize what you perceive as the mutual benefits of your partnership; in attempting to cement a good working relationship, be specific in identifying exactly what you find to be rewarding about your relationship.

- Orientation: ■ Say thank you.
- Analysis/Data: ■ Provide specific data that contributes to your purpose in writing the thank you letter.
- Follow-up: ■ Express gratitude; when appropriate, indicate you are willing to take extra steps to further strengthen your positive relationship.

Dear _____:

Thank you for the time you took out of your busy schedule to interview me. During the interview you indicated you were looking for a director of nursing who could skillfully initiate a strong cost control program while maintaining a high level of esprit de corps among fellow workers.

I am such a person, having already achieved these twin goals while employed at St. Vincent's Hospital in Indianapolis. During my tenure there, I effectively reduced total compensation costs for both pharmaceutical and registry nursing staff while maintaining the highest level of retention and lowest level of turnover in the hospital. Part of my success is attributable to an effective cross-training program I initiated.

As we discussed, I am challenged by the opportunity to help you establish a "business mentality" in the nursing area to help contribute to General's fiscal viability while also assuring that the care you deliver meets the highest standards.

I am confident that General Hospital will benefit from my leadership skills.

I will call on February 4 to discuss your decision, unless I hear from you sooner.