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Thank you for admission letter

A thoughtful note of gratitude to an esteemed customer can give your business the edge over its competition. Thank you notes present opportunities for bonding with the people your business depends on to be successful. Stash the cookie cutter. Don't apply the same protocol to each letter. Let your relationship dictate the opening. Address customers you barely know by their surnames. If you have known the customer for an extended period, or you're on friendly terms with the this person, use the first name. Eschew the casual. Yes, it's popular to write "hi," "hello," or even "hey," as the salutation in emails, but this thank you note is a form of business correspondence. So, even if you know the person well enough to address him by his first name, use "Dear" in your salutation. Specify why you're writing. It can be anything from a general thank you for a long relationship with a loyal customer, to a specific note of gratitude for a particular order. If you're thanking someone for years of patronage, recall a pleasant moment or two that you've shared with the customer. That level of specificity will remove your note from the realm of the dreaded form letter. Support your words with actions. Express your gratitude with something more tangible than a simple "thank you." Offer a gift or provide the customer with a special discount. Postpone pitching. Don't attempt to sell the customer anything, or you'll ruin the tone. The entire focus should be on how you want to express appreciation for the customer's loyalty. Tips Emails are convenient, but you can express your thoughtfulness by sending the customer a handwritten note on fine stationary. Eschew cliches. Don't thank the customer for "helping our business grow" or any of the hundreds of other tired phrases your competitors will employ in their form letters. Those missives will end up in wastepaper baskets. You want your customer to treasure your note. Warnings Avoid making the letter sound too formal, as that can have an opposite effect. Writing a thank-you letter is an art that requires more than a little thought. If you're on friendly terms with the recipient, a little humor and warmth will do just fine. On the other hand, if you're writing to someone you don't know well, such as a potential client or your employer, you'll want to keep it strictly professional. There are several ways to end a letter, but a carefully chosen closing can leave a positive impression and open the door to further communication. The final paragraph naturally brings the letter to a close. It's where you summarize your message and once again express your gratitude. You should also reinforce the reason why you've written the letter in the first place. For example, writing "thank you once again for considering me for the position" or simply, "thanks for your consideration" are perfect thank you note closings to a potential employer. "Thanks for taking the time to meet with me" or "I appreciate your interest in our line" would work in a follow-up thank you letter to potential customers. Leaving the door open leads to opportunity, so you should make it clear you are looking forward to communicating with the recipient again. For example, you could write, "I look forward to hearing from you" or "I look forward to meeting with you again." Signing off your letter with "Yours truly," "Yours sincerely" and "Respectfully yours" are as simple as you can get, yet effective. These closings have stood the test of time and work just as well today as they have throughout the history of letter writing. They are versatle closings that can be used for just about any kind of formal letter. If you feel like you might need to say something a little more personal, then you can use closings like "Yours respectfully," "Cordially," "With Appreciation" or "Best Regards." These closings are more appropriate when you have some kind of familiarity with the recipient but still need a touch of formality. And don't forget the golden rule of capitalization - one-word closings such as "Regards" are capitalized, and for multiple-word closings, capitalize the first word - the others are lower-case, for example, "Kind regards." Avoid overly friendly closings such as "Cheers," "Take Care" or "Always" which may be good ways to close letters to friends or casual business acquaintances but not appropriate for a formal thank you letter closing. Ideally, your formal thank you letter is typed on your personal letterhead which includes your name, address, email address, phone number and website, if applicable. After the closing, you insert your handwritten signature above your typewritten name. If your thank you letter is via email, type your name after the closing, followed by your contact information so the recipient can easily get back to you. The advantage of an email is convenience - your recipient need only hit "reply" for a quick response to your letter - hopefully with an order or job offer. According to one study, the cost of a college education rose more than 1,000 percent between 1978 and 2012. We examine reasons for the jump, and look at why some say it's not that bad.By Dave RoosAdmissions counselors in high schools and colleges help students find the best colleges for them. But what happens when a student's family hires someone to help them find the right school? That's where private admissions counselors (controversially) come in.By Josh ClarkA degree from a top-ranked law school is one of the most prestigious postgraduate degrees available. Pursuing one, however, is a lot of hard work. How do you gain admission to law school?By Josh ClarkDentistry can be a very lucrative career and dentists are in demand. Becoming a dentist isn't that easy, though: There are only a few dozen dental schools in the U.S. and thousands of applications for very few slots. How can you gain an edge?By Ed GrabianowskiThe dental profession is one of the few bright spots in a gloomy employment picture for the U.S. The retirement of older dentists plus low past enrollment equals a very good prognosis for the future of the field - but how do you get dental training?By Linda C. BrinsonAre you interested in a legal career? To start out on the road to success, you need to get into the best law school possible, but the competition is fierce. Here are a few tips to help you get into law school.By Marie WillseyDuring a downturn in the economy, it's likely that the number of people seeking out an MBA, or Master of Business Administration, will increase. With more people applying to business school, how can you stand out during the admissions process?By Sarah WinklerDuring the admissions process, many colleges use a standardized test, such as the SAT or ACT, to measure how well students will perform academically. What are your options, and how can you prepare if you opt to take a test?By Susan Sherwood, Ph.D.Packing for college can be stressful, especially if you're moving into the dorms for the first time. Chances are you're away from home for the first time, and you'll be taking care of yourself. What are the essentials for the college living experience?By Christine VenzonThe land of opportunity is also the land of entrepreneurship, the striving businessperson and, consequently, the business student. Are you looking to add those three expensive letters to your academic credentials?By Jacob SilvermanThe Ivy League may have started out as an athletic consortium, but the name is now synonymous with academic rigor, professional achievement and exclusivity. How do you get in? Start here.By Dave Roos Sending a thank-you letter after an interview tells a future employer that you're serious about the position, and that you have a strong work ethic and business sense. It also gives you a chance to reiterate the skills and qualities that make you a formidable contender for the position. Though you may be tempted to go on and on about your merits, keep your thank-you note short and direct -- two to three paragraphs of two to three sentences each, at the most. Send your thank you email or letter right after your interview while the events of the meeting are still fresh in your mind, and your qualifications are still fresh on the interviewer's mind. If you are not able to write your email or letter immediately, jot down a few notes right after your interview so you don't forget the most important points of your conversation. Make time to send your correspondence before the end of the day. Despite the friendly rapport you might have built with your interviewer, professionalism is a must for an effective thank you letter. Address your letter, "Dear [First Name] [Last Name]," even if your interviewer allowed you to call her by her first name during your meeting. Remain humble to show respect for your potential employer. At the start of your intro paragraph, thank your interviewer right away. Thank her for taking the time to meet with you, and indicate your appreciation at being considered. Reiterate how much you enjoyed the meeting, and express that you're still very interested in the position and excited at the prospect of being the company's newest employee. Use the body of the letter to extol your virtues, and remind the interviewer why you are the best person for the job. Bring up specific qualities the interviewer mentioned are required to successfully fulfill the position, and use her own words to segue into a conversation about your merits. For example, "During our meeting, you explained that you need to hire someone who knows how to delegate responsibility to keep focused on the big picture. While employed at Boardwalk Shoe Corp., I was in charge of a staff of 20 people. Under my supervision, they focused on our day to day sales goals, which left me free to focus on our quarterly and yearly progress. I raised our profit 8 percent during my first year with the company." To effectively close your thank you letter, reiterate your gratitude and indicate your desire to keep in contact. For example, "Thanks again for such a valuable opportunity. Please call me next week if you have any additional questions or concerns. I hope to be working with you soon." Thank-you letters play an important role in landing a job. Would you choose someone who demonstrates a polite and professional attitude over someone who doesn't even think to say thanks? Whether you have one interview or five, send a thank-you letter every time you meet with someone to discuss an employment opportunity. It's better to send an unexpected, yet welcome, thank-you note to a prospective employer than not to send one to a hiring manager who thought you'd demonstrate the type of professional courtesy she believes candidates should extend. When you're looking for a job, thank-you letters aren't required, but you shouldn't overlook them. The recruiter, hiring manager and company officials who spend time interviewing you didn't have to schedule time to meet with you, but they did, so writing a thank-you letter is a welcome gesture. Keep your letter professional, thanking the interviewer for her time. Many organizations begin their selection process with a telephone interview. Although the interview is brief - usually around 10 to 20 minutes - it takes recruiters time to conduct the preliminary screening to determine whom they want to interview. Then, they must notify the applicant she's been selected for a phone interview and, finally, conduct the interview itself. It's entirely appropriate to send a thank-you note to the recruiter. As soon as you've finished the telephone interview, review the notes you took during the conversation and write a brief note, such as, "Thank you for taking time to discuss the medical records manager position with me. My qualifications appear to be ideally suited to the job as you described it and I'm looking forward to moving to the next interview steps." When you've officially made the second cut and get the chance to shine during an interview with the person who might become your next boss, you should absolutely send a thank-you letter no later than 24 hours after your meeting. Begin by expressing your appreciation the time each interviewer spent with you. Raise a few points about why you're qualified for the job, restate your interest in the job and remind each interviewer what you bring to the organization. Reiterate your credentials and experience. Include one or two sentences about a matter you discussed during the interview, such as what you plan to accomplish during your first several weeks on the job. Given that this is near the final step in the selection process, close your letter by saying how much you would enjoy becoming part of the organization's team and contributing to its goals. Collect a business card or quickly jot down names and titles of people you talk with during your interviews using the pad and pen you brought in your portfolio that contains extra copies of your resume, cover letter and professional references. Make sure each letter is individual and before you send it make sure you have the names and titles correct. Recall something specific each panel member talked about during the interview and include that in your letter. For example, if the panel included an operations manager and a prospective colleague or peer, indicate in your letter to the manager that you are committed to the organizational philosophy and mission and that you're looking forward to aiding the company in achieving its goals. For your letter to a potential colleague or peer, you could say that you're excited about developing a collegial relationship with him and working collaboratively to achieve the company's goals. You can impress an employer by sending a thank you letter after an interview. It shows your thoughtfulness and is another opportunity to promote yourself. Because many candidates don't do it, this act can help you stand out from the crowd. A thank you letter isn't a requirement and won't guarantee you the job, but sending one could keep your name on the list of leading candidates. Send the note within 24 hours of the interview because sending a thank you note promptly creates an impact. According to the authors of "Business Communication: Process and Product," being prompt shows good manners and enthusiasm for the position. Also, it keeps the memory of your meeting fresh on the interviewer's mind. You can send a thank you letter by mail or in an e-mail. A mailed letter is often better, but if time is of the essence, send an e-mail. The company's culture could also determine the method you choose. For instance, send an e-mail if the company strives to be green. Some candidates send both. Typewritten letters are more professional but you can send a handwritten one for a personal touch if you have a clear, easy-to-read penmanship. In your letter, express your appreciation for the interview and for being considered. Reiterate your interest in the position and remind the employer of your qualifications. You can add information the interviewer asked for, as well as details you forgot to mention during the interview that could sway the employer in your favor. Focus on the benefits you can provide the company, but avoid overusing sentences beginning with "I." Include the date of the interview and the title of the position so the interviewer can easily remember you. Be sincere and enthusiastic. Your letter should be less than a page. If a group of people interviewed you, send a thank you letter to each one. Also, send a note to the person responsible for arranging the meeting. Because anyone at the company could have some input in the hiring decision, it is important to also show appreciation to people who assisted in some way, such as the receptionist.

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