



## THREE SINCERE SENTENCES

After attending a Professional Association event or meeting with a member to get some advice or guidance, send a thank you note. Use this 3 sentence formula to write a brief and sincere note of appreciation.

- 1 OBSERVATION:** state the OBSERVABLE thing they did with you or for you.
- 2 IMPACT:** state how their behavior had a positive impact somewhere, i.e. on you.
- 3 APPRECIATION:** state your appreciation of their character as revealed by their behavior.

### EXAMPLE:

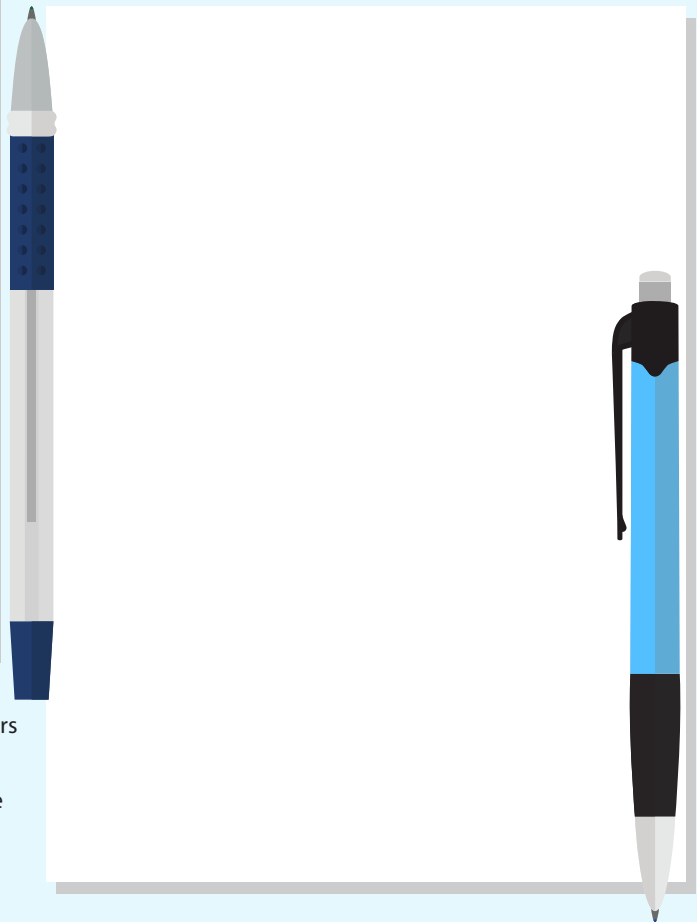
*Dear Ms. Johnson,*

*Just a quick note regarding our meeting the other day – you took over an hour out of your busy schedule to meet with me, sharing your advice and your vast experience. Your insights about the importance of getting an internship were greatly appreciated. As a result of your suggestions, I am researching summer internship opportunities at several companies. I'm grateful to have someone so generous as you helping me.*

*Thank you,  
Tom Jones*

### YOUR SCENARIO...

Mr. Perry, the vice-president of the local Chamber of Commerce, invited you to a Chamber luncheon. There you met a number of interesting people including a human resource professional who invited you to give him a call. Write a thank you note to Mr. Perry following the 3 sentence thank you note format.



Write the thank you note within 24 hours of your interview, meeting or lunch. Timeliness is key to the relevance of the thank you note, and it reinforces the perception of professionalism.

Three Sincere Sentences activity adapted from Tom Cox: <http://tomonleadership.com/2012/05/14/how-to-write-a-thank-you-note/>

“THERE’S NO DENYING THE WONDERS OF ELECTRONIC MESSAGES, BUT NOTHING CAPTURES A MOMENT LIKE PUTTING PEN TO PAPER.” — PHILIP HENSHER