



# The Job Johnny

a UNCP Career Center publication

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## The Power of Thanksgiving

*Practice having an attitude of gratitude*

When it comes to your personal life and your career, courtesy and graciousness will take you far. Most of us say the words “thank you” several times each day— but there are so many other ways to express gratitude:

- **Be polite.** Hold the door for someone. Say please and thank you. Smile.
- **Send a note.** Take the time to send a written note when someone does something nice for you. Make it personal, warm, and sincere.
- **Lend a hand.** Make someone’s day easier by helping them out with projects, big and small.
- **Give praise.** When someone is doing a good job, tell them. It could make their day!
- **Listen.** Sometimes you can turn a person’s day around by spending time with them and listening to what they have to say.

## Deconstructing “Thank You Notes”

*Six small steps for following up after an interview*

- |                     |                        |
|---------------------|------------------------|
| ❶ Greet the giver   | ❷ Allude to the future |
| ❸ Express gratitude | ❹ Grace                |
| ❺ Discuss impact    | ❻ Regards              |

❶ *Dear Ms. Taylor,*

❷ *Thank you for taking the time to speak with me last Tuesday about the marketing position with your company. ❸ After meeting with you and your team, I have a better idea about the details of this position.*

❹ *I know that my design and web editing skills will help your company launch its new marketing campaign in the spring. ❺ Thank you again for your generosity and interest in speaking with me. I hope to hear from you soon.*

❻ *Sincerely,  
Timothy Hawkins*

## Upcoming Career Center Events

<http://uncp.edu/career/events>

**Wed** Walk-in Wednesdays  
Bring resumes or just your questions  
UC 210 from 10:00 a.m. - 4:00 p.m.

**11-9** Career Talk Tuesday  
Professionalism Crash Course  
UC 210 at 5:00 p.m.

**11-16** Career Talk Tuesday  
Community Service & Career  
UC 210 at 5:00 p.m.

**11-30** Career Talk Tuesday  
The Search Party  
UC 210 at 5:00 p.m.

### THE CAREER CENTER

COACHING ♦ RESOURCES ♦ NETWORKING

[www.uncp.edu/career](http://www.uncp.edu/career)

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