

## **POLISH YOUR CORRESPONDENCE**

### **BEFORE**

Members of the Profile Committee,

On behalf of the leadership and congregation I want to thank you for a great job in putting together our profile. You did a great job and I know you spent many hours in accumulating the data and putting it together for use in our profile.

Thanks again.

Sincerely,

### **AFTER**

Members of the Profile Committee,

The finished product of the Profile beautifully illustrates and eloquently summarizes the essence of our church. By capturing what is special about our church, you have created a powerful tool sure to help us attract many qualified applicants.

On behalf of the leadership and the congregation of I want to thank you for a job well done. Please know that the many hours spent accumulating the data and putting it together are very much appreciated. The profile is an integral step in the process of discerning the individual who will lead us into the next era of service to our community, our church family, and – most importantly – our God.