

Expand your network by sending thank you letters

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By Brenda Koritko

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Sending a thank you or follow-up letter within 24 hours of an interview is not a new idea, but it is still a good idea. A key reason to send a thank you letter is to nurture new and existing relationships. Plan to send a thank you letter to all the people that assist in your job search. This group includes the people that you meet during an interview; your existing contacts that provide written recommendations, and any friend (or friends of friends) that offer career related leads or information.

Thank you is a good place to start relationships that will greatly contribute to your ability to secure the right job in record time! Unless you have a good reason for sending a card or a handwritten letter to your target reader, plan to send an e-mail that is easy to produce. Use the subject line to note "thank you for the interview". This action demonstrates a respect for their busy schedule and an understanding that they may want to read this e-mail after they have read all their urgent e-mails.

Start every thank you letter by expressing your appreciation for the interest and time that people have invested in your career. Then, when you highlight that you are still interested in securing a new challenge, take this opportunity to feature your most relevant skills. For example, "My interest in working for (the name of the company or organization) is stronger than ever, and based on your description of the position, I know that my previous experience in (specify) provides the expertise required to make immediate contributions to your team."

End your letter using the "opening the door" technique. Your closing paragraph for a thank you letter related to an interview should clearly state when you will call to schedule a meeting time. For example, "I would like to meet with you again to discuss this position. If I do not hear from you within the next five days, I will call you to schedule a convenient time to meet. In the meantime, I will be happy to provide any other information you may need to assist in your decision."

When you are writing to someone that has already provided information, your "opening the door" approach will reflect an appreciation for the assistance provided. In this situation, focus on advising your contact that you will provide an update on the progress of your job search. Your update should detail how the information they provided contributed to your success.

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Networking after the initial contact is easy when you have something as important as thank you to communicate. Don't miss this opportunity to expand your job search network!

Brenda Koritko is the author of I Manage Me Guide to Hot Jobs a timely ebook providing techniques to help you achieve your immediate career goals with benefits throughout your career.
<http://www.imanageme.com>

Neat Network Messaging

By John O'Halloran

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Sending emails around an enterprise network... from office to office, cubicle to cubicle... is these days taking up a large slice of the working day in both the sending and the reading of the messages. Often this practice wastes a great deal of time when one wishes to ask a simple question requiring a speedy and succinct reply in a situation like that, instant messaging is a far preferable medium of communication.

Softros LAN Messenger is a quick and secure instant messaging application that allows the instant exchange of messages through a corporate network (LAN, WAN etc) or, for that matter, between networked computers at home.

The software installs at the push of a screen button and then sits in memory, monitoring who is connected to the network and via a tray icon, allows you to send a text message to anyone on line in a flash. It takes up negligible system resources and is always accessible when needed.

The addressee is alerted to an incoming message with a non-intrusive alarm sound and messages can be exchanged back and forth to ask and answer questions without going through the more fiddly business of composing emails... and waiting for a reply. You know at once if your message has been received!

This is a very handy little utility and you can find out all about it and download the trial version from the Softros Web site at <http://messenger.softros.com>

Editor of Australian Computer Trader

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