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**Follow-Up Letters Can Win Job Offers**

**By Linda Matias**

A surefire way to separate yourself from a sea of other qualified candidates is to write a follow-up

letter after an interview. Most job seekers neglect to write a letter, assuming that once they leave the interviewer's office the interview is over. Well, it isn't. The interview process extends beyond the one-on-one meeting and it is up to you to keep your candidacy in the forefront of the decision-maker's mind.

An effective follow-up letter serves two purposes: (1) It reminds the interviewer of your skills, knowledge and abilities; with the number of candidates they are interviewing, it can be easy to get lost in the crowd. (2) It demonstrates that you remain interested in working for the company and that you were impressed by the organizational culture.

There are several slants the follow-up letter can take, including the following:

- Thank the interviewer(s) for the time they took to meet with you and for giving you the opportunity to learn more about the organization and the open position.
- Reiterate your interest in the position and draw parallels between what you have to offer and the organization's immediate needs.
- Address a concern that came up during the interview or offer new information to a question that was asked during the interview.

Most job seekers don't follow up because they don't want to do the wrong thing. So instead of risking making a bad impression, they choose not to follow up at all. Common questions most job seekers have about following up include:

**1)Should I e-mail, hand-write, or type, print, and mail my follow-up letter?**

The answer is, it depends. With so many ways of sending communications, you may feel confused as to how to send a follow-up letter. Send an e-mail when a hiring decision is going to be made within the week. This will ensure that your letter gets read before it's too late. A handwritten note works well if you have nice handwriting and if you're sending a card with a quick note; I wouldn't recommend handwriting a note on loose-leaf paper. My favorite, if time allows, is a typed letter that you send through regular mail. The reason why I prefer this method is that it is easy to for a decision-maker to delete an e-mail but most likely, a snail-mailed letter will end up in your file. Again, a snail-mailed letter

is not always possible, so do the next best thing and e-mail the letter instead.

**2)After interviewing at a company, should I send a letter to all interviewers?**

Yes. You should send a letter to each interviewer because each one has his/her own concerns and reasons for participating in the selection process. For example, a direct supervisor may be looking for a new hire that will make her look good to the powers that be. On the other hand, a peer will be looking for a coworker he can get along with when participating in work activities or when grabbing a beer during Friday night happy hour. Having two different audiences means that you can—and should—create two different follow-up letters.

**Sample Follow-Up Letter**

Ms. Barbara Cortes  
ABC Corporation

876 Lakeland Street  
Hauppauge, NY 11787

Dear Ms. Cortes:

Thank you for taking the time to meet with me regarding the paralegal position at Collado, Collado, & Fiore, LLC. After meeting with you and discussing the set requirements, I noted several similarities between your requirements and my past experience.

From our discussion, it seems you are seeking a paralegal that has experience in supporting trial proceedings by organizing evidence for case review; preparing exhibits; maintaining relationships with experts; and scheduling witnesses and ensuring they are present and ready when needed. In my current position with Allen & Associates, I am required to perform all those responsibilities in addition to juggling and managing numerous legal tasks.

Be assured that I can be counted on to get the job done under demanding schedules, and I would enjoy the opportunity to do the same for your organization. What you will expect and get from me as a member of your team is dedication, enthusiasm, and professionalism.

Again, thank you for taking the time to meet with me. I remain interested in participating in the next round of interviews. Thank you for your consideration.

Sincerely,  
Michele Martinez

**Final thought**

Don't underestimate the power of an effective follow-up letter. They have been known to win job offers.

Certified in all three areas of the job search—Certified Interview Coach TM (CIC), Job & Career

## Follow-Up Letters Can Win Job Offers

Transition Coach (JCTC), and Nationally Certified Resume Writer (NCRW)—Linda Matias is qualified to assist you in your career transition, whether it be a complete career makeover, interview preparation, or resume assistance. You can contact Linda directly at

or visit

her website

for additional career advice and to view resume samples.

### **Beat the Crowd with Winning Resume Cover Letters**

**By Roger G Clark (BSc)**

#### **Beat the Crowd with Winning Resume Cover Letters by Roger G Clark (BSc)**

Far too many people underestimate the importance of resume cover letters. In a sense, a well written cover letter works like an agent on your behalf. It tosses a sales pitch for you to the employer, explaining why you should be at the top of the list for interview calls. Taking the time to write a cover letter tells the employer you are willing to go above and beyond; not just simply slap a resume in an envelope and mail it.

#### **Not All Resume Cover Letters Are Created Equal**

No two resume cover letters should ever be the same; each one should be uniquely tailored to the job for which you are applying. A generic cover letter is insulting to an employer and will quickly find its way into the trashcan. When writing cover letters keep the following tips in mind:

Address resume cover letters to an actual entity, not just a generic "To Whom it May Concern" or "Personnel Director." If you are not sure who to address, find out and then make sure you spell their name correctly. Do not just assume.

State who referred you or how you found out about the job opening. "Linda McCain mentioned that you might be hiring a new computer programmer soon." or "I learned about your opening for a Sales Associate from your posting in the San Francisco Sun and would like to discuss a few ways I can contribute to your team."

Resume cover letters should discuss how you can help the employer, not about why you need the job. The employer has posted a job opening because they need that position filled and they need the best candidate to fill it. Convince them why you are that person.

#### **Make Yourself Stand Out from the Crowd**

Demonstrate you know something about who the employer is and what they do. If you don't know anything about the company, find out what products or services the company offers, their competitors;

## Follow-Up Letters Can Win Job Offers

any recent or upcoming changes. Employers will be impressed with your knowledge, especially if their company services a specialty niche that isn't well known.

Do not discuss salary requirements in resume cover letters. If the job posting requests that you respond with salary information, simply state in your cover letter "I would be pleased to discuss my salary history in an interview." Then quickly move on to what you can offer them in terms of your talent and skills.

Give an exact date when you will follow-up to discuss an interview. Don't depend on the employer to follow-up with you.

### **Keep it Short and to the Point**

Do not say 'enclosed please find my resume.' This wastes valuable space in resume cover letters you can devote to highlighting why you are perfect for the job.

State what you need to, but don't draw it out. Keep resume cover letters to one page, preferably about four short paragraphs.

### **Neatness Counts**

Proofread your resume cover letters and then ask someone else to proofread as well. Don't eliminate yourself from the candidates called for an interview because of a simple typo or misspelled word. Don't rely on your computer's spell check. It does not always catch everything.

Make sure your letter is neat. If at all possible, spend a little extra and print it on nice, professional paper. Make sure there are no wrinkles, folds or smudges.

Following a few simple rules can help your resume cover letters stand out from all the rest and get you in the door for an interview and on your way to that great new job!

Roger Clark (BSc) has over 25 years experience in career development & recruitment at a senior level through top management positions he has held with major international companies.

Beat the Crowd with Winning Resume Cover Letters

Increase Your Resume Success: Follow Up!

10 Ways To Make Your E-mails Grab Attention!

Look for the win, win!

Follow Up And Turn Prospects Into Clients

Competition Commando

Build Your Own Mail Order Empire

Script Jungle – You'll Get 10 Great Scripts With Resell Rights!

Character Counter Software

The Ultimate Guide To Acing ANY Job Interview



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