

THANK YOU LETTERS

After your interview it is very important that you acknowledge the time the person gave you and send a thank you. It is important to get the thank you letter out within 24-48 hours after your initial meeting/conversation. Sending a thank you shows that you have manners. Reiterate your interest in the job and/or company. Write about how your experience matches with the job and/or company. Also use this as a chance to mention anything that might have come up in the interview – something that you didn't understand or something that you believe they didn't understand.



Personalize each thank you letter.
Proofread for spelling and grammar mistakes.

Save each cover letter and thank you letter that you write. Eventually you will have a lot of variations of letters that you can pull from when writing new letters.

Cover Letter & Thank You Letter Books Available:

Knock 'em Dead Cover Letters by Martin John Yates (Career 650.142Y)

Dynamic Cover Letters: How to Write the Letter That Gets You the Job by Katharine Hansen (Career 650.14H)

15-Minute Cover Letter by Michael Farr & Louise M. Lursmark (Career 650.142F)

Cover Letters for Dummies by Joyce Lain Kennedy (Career 650.142K)

.....And Many More Books Are Available

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COVER & THANK YOU LETTERS



Your cover letters and thank you letters should really be considered by you as a form of a business letter. Just like your resume each of these letters should be proofread and be "perfect". The letters should be considered a complement to your resume. Time and effort need to be put into both of these letters.

For more information...

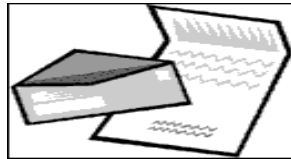


COVER LETTERS

There are some people who believe that cover letters are a thing of the past. You never know who you are sending your resume to --- some people may look at your cover letter and some may not. You need to assume that someone is going to look at the letter so make sure that it is good. This is your first and possibly only contact with a company. Not writing a good letter can hurt your chances of getting an interview.

The letter needs to be targeted to the job and company that you are addressing. The cover letter can be your opportunity to show more about yourself than your resume shows. It can be the way for you to describe in detail why you are qualified for the job over someone else and it can be a way to explain why you are a good match for the particular company. You have a chance to explain why you want to work in the particular position and/or company.

Personalization in the cover letter is important by using something in your background that might not be apparent by reading your resume. Show your uniqueness in your letters and highlight at least one important thing that you have accomplished.



Writing good cover letters can take time but it can be well worth it. The letter has to be perceived as another way to market yourself to a perspective employer.

Your cover letter should include the following:

- Your contact information (if it is an email cover letter, include your contact information in your signature)
- The contact information for the company - include a person's name and title, if not available leave off – don't write "to whom it may concern".
- The purpose of why you are writing to your contact – are you writing about a specific job or cold calling

- Why you would be good for a specific job or the company
- A conclusion—include that you are going to follow up with them versus writing that you hope to hear from them soon.
- Your signature

Avoid common pitfalls of writing cover letters:

Don't reiterate everything that you have already said in your resume.

Don't include irrelevant information or personal information.

Don't send generic letters – each letter should be specific to the job and the company you are addressing.

Watch the length of the letter – too short or too long is not good. The letter should not be longer than one page. The letter should be a few paragraphs – don't be excessive in your writing.

Make sure your letter looks professional – sending a sloppy looking letter will hurt you.

Check spelling and grammar. Don't use any terminology that the person reading will not understand or may misconstrue.

Don't address the letter to a generic title – find out who the person is that you should be sending your resume to and make sure that you spell their name and title correctly.

Don't type your cover letter on different paper than your resume. They should look cohesive together.

Make sure that you put each cover letter in the matching envelope.

