For executive searches, consider using monarch-size stationery (7¼ by 10½ inches) to elevate your status.

**Thank-You Letters—A Chance to Resell Yourself**

Time for a pop quiz. What is your letter-writing mantra? If you missed it, go back and read the beginning of this chapter because you'll need to know the chant for your thank-you letters as well. The interview is over, and it's time to send a thank-you. You did everything right in the interview: You listened carefully and thought before answering; you addressed the employer's specific concerns with vivid vignettes from your experience; you took notes about those concerns to refresh your memory when it came time to pen your thank-you letter. Now, at all costs, avoid the canned thank-you letter that could be used for any job, from underwriting to undertaking. (I hate to confess that Thank-You Letter 10.1 was part of my word-processing boilerplate forms in the mid-1980s.)

**Thank-You Letter 10.1: Before**

<table>
<thead>
<tr>
<th>Dear Jeanine:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Thank you for your time recently to discuss employment opportunities with ABC Company. Your comments were informative and helpful and served to confirm my interest in the position.</td>
</tr>
<tr>
<td>Given my qualifications, I believe my skills would be a strong match for the position’s requirements and help to contribute to your goals for the organization.</td>
</tr>
<tr>
<td>Should you have additional questions, please do not hesitate to contact me. I look forward to hearing from you.</td>
</tr>
<tr>
<td>Sincerely,</td>
</tr>
</tbody>
</table>

Read the next follow-up letter and tell me whom you think Jeanine would rather have working for her (see Thank-You Letter 10.2).
Thank-You Letter 10.2: After

Dear Jeanine:

You were extremely generous with your time today. I hope our two-hour meeting didn’t throw off the rest of the day’s calendar! I trust you will agree that it was time well spent, as I sensed we connected on every major point discussed.

Your insights on Internet marketing were particularly intriguing. My background in international marketing and technology solutions seems made to order. As I mentioned, at M&M Company, I helped design the marketing stratagems that opened our markets to Mexico and Canada. What I failed to mention is that I was instrumental in introducing advertising within podcasts, a concept well ahead of the curve at that time.

I remain very interested in the position and would like to touch base with you on Friday to see where we stand.

Enthusiastically,

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Tip When it comes to writing, throw away the stilted forms and speak—really talk—to the person. Visualize a busy professional opening and reading your letter. How would she react? How would you react if the same information were written to you? If it’s a follow-up or thank-you letter, remember pieces of your conversation. Speak those words onto your paper. Imagine a dialogue, flowing and comfortable. If necessary, review some of the editing techniques in chapter 7 to smooth any rough edges.

Other Pieces of the Puzzle
This section covers some other important parts of your job search correspondence.

References
How many references do you need and whom should you use? Depends. Recent graduates should include a minimum of three references consisting of college instructors, as well as former and present employers who can attest to your ability to juggle a full course schedule and manage that part-time job with maturity and professionalism.