



Don't Forget to Kiss the Toes:

Thanking the Interviewer like a Prince

How to write thank-you letters so you don't need to pucker up — complete with sentence samples, usage ideas, and delivery methods

PUBLICATION INCLUDES

- ❖ How to Optimize the Use of a Thank-you Note
- ❖ Proper Methods for Submission
- ❖ Sample Intro, Body, and Closing Sentences

Second Edition

- Why Kiss the Feet?

Isn't that what interviewers want? To be treated like a prince, a king, a God maybe? Ah you're right, maybe not. Sometimes we feel the need to go the extra mile to stand out, be noticed, be appreciated, and yes, maybe even appear needy ... less than ... deserving ... subservient ... okay, I'm done.

I don't know about you, but I do like being treated specially, although I wouldn't want someone to kiss my toes or feet. Seems icky to me.

Sending a thank-you letter could be compared to kissing someone's feet. After all, it's been seen as a sign of appreciation and respect, although some might feel it's a sign of servitude, weakness, or inferiority. Sometimes vying for a job does make us feel out of control — and when our job-search isn't going well, we feel substandard, unwanted, and a slew of other feelings.

Facing the task of writing a thank-you note, however, is a terrific problem at this point. It means your job-search is moving, producing results ... even if though a formal job offer might not be on the table as yet.

- What's the Hoopla?



Below you will find a quick how-to on using and optimizing thank-you letters. When using a letter of thanks, when is it appropriate to use one?

Don't you like to be thanked?
I know I do.

The problem is however that oftentimes people feel the need to only thank someone after an interview, but fail to do so after other core job-search communications and meetings.

How about thanking someone for ...

- ✓ Acknowledging receipt of your email
- ✓ Reviewing your resume
- ✓ Taking the time to provide you with a lead
- ✓ Providing you with feedback or other job-search tip

Saying thank you is definitely a lost politeness; and I'll go so far as to say that the youth of today are the biggest culprits for it. I claim this solely based on my experiences with my 21-year-old daughter. It's taken me years of mentioning, requesting, and yes finally scolding/shaming her into thanking me and others who do for her. Teaching is easy. The willingness of the student is something completely different. I'm not sure why she struggles with something so simple, yet so important.

Are you someone who doesn't say thank you often? If so, here's my challenge to you:

Say it. It doesn't hurt. It doesn't cost you anything.

Saying thank you and smiling can actually put smiles on others faces. What's so wrong with that?

Another free download provided by Teena Rose, a Highly Endorsed Job-Search Expert

Want more? Visit <http://www.resumebycprw.com/home-page.htm>

<http://www.linkedin.com/in/teenaarose> * twitter.com/teenaarose * <http://www.teenaarose.com>

Copyright 2010, All Rights Reserved, Teena Rose, Resume to Referral

Anyway, let's look at why a thank-you letter is so important ...

A thank-you note or letter, if written properly, can tip the scales toward landing a job.

It's worth saying again. A few words of thanks can actually go a long way in securing you a new job.

It sounds minute; but few jobseekers actually send a note of thanks. So when it actually occurs, it can sway a hiring manager's decision. Remember, it's all about who looks the best in the eyes of the employer.

Hiring managers are faced with difficult hiring decisions these days. The Internet has certainly created an *ease* of discovering and responding to open positions, so competition for jobs is more fierce now than in previous job markets.

Here are just a few reasons why thank-you notes can make your candidacy:

- ❖ **Thank the interviewer for his time.** Everyone likes to be recognized and thanked, even if the "tree fails to bear fruit." Send a thank-you note even if the interview didn't go as well as expected.
- ❖ **Refresh the interviewer's memory concerning a particular topic you talked about in the interview.** It helps to relate to the interviewer; and by bringing up a previously discussed topic, you can draw the interviewer's attention on to you ... even if only for a minute.
- ❖ **Forum to reinforce knowledge, skills, and abilities brought up in the interview.** Don't be afraid to restate what makes you a prime candidate for the position. It doesn't hurt to mention it, because maybe the interviewer missed something relevant about your skill set.
- ❖ **Address new information that wasn't referenced in the interview; e.g. you may have recently learned the company plans to expand marketing efforts in France.** If you speak French, noting that in your thank-you note would definitely be a smart move.
- ❖ **Sometimes small gestures open a door to bigger rewards, such as a second interview.** Receiving a note from a jobseeker can keep the line of communication open between the hiring company and the jobseeker.
- ❖ **Spell out transferable skills not brought up in the interview.** If you sat through the entire interview and left with a less than favorable feeling about the outcome, then detailing how your current skill set is relevant to the open position can help build the bridge between your current, or most recent, position and your target position.

Method of Delivery

It can sometimes be challenging to know the proper procedure for thanking the interviewer for his time. Should you send an email, card, letter, or avoid it if you think the interview didn't go well?

There isn't really a wrong way to thank someone for taking the time to meet with you, or speak via phone. Providing a thank-you note, whether it's with an email or a carefully crafted handwritten letter on professional stationery, is a courteous way of letting the interviewer know that you appreciated his time. The method of delivery really isn't a variable worth worrying over.

So, what are your options anyway? **Several to consider include:**

STATIONERY, ENVELOPE & POSTAGE STAMP

Another free download provided by Teena Rose, a Highly Endorsed Job-Search Expert

Want more? Visit <http://www.resumebycprw.com/home-page.htm>

<http://www.linkedin.com/in/teenaarose> * twitter.com/teenaarose * <http://www.teenaarose.com>

Copyright 2010, All Rights Reserved, Teena Rose, Resume to Referral

Yup, stationary ... which you probably don't have any within reach. No sweat. I suggest visiting your local Hallmark store and pick up a box of 10 thank-you notes. Why Hallmark? Because they place their logo on most everything leaving their stores — and what says quality more than Hallmark? In fact, I use Hallmark cards almost exclusively for my business. When reflecting yourself as a quality candidate, definitely don't go with an inexpensive, low quality card or piece of stationery.



The postal service is still an old-fashioned favorite although email usage has seen significant growth over the last several years. Using a time-consuming method to relay your appreciation can certainly slow the receipt of the construction and delivery of your message, but offers a personal touch through a handwritten and personally signed card or letter on professional stationery.

If I had my choice, I would choose a handwritten thank-you card or an attractively typed bit of thanks printed on professional paper.

In my opinion, it shows the individual isn't afraid to take the extra time to apply a nice added bit of detail, time, and quality to the process.

CLICK & SEND

With the convenience of email, sending one is a quick option and definitely serves the purpose. Much as you would handwrite a card, you should outline specific elements of the interview and utilize proper punctuation and salutations (among others).

Email has grown to be informal in nature, however, proper business correspondence translates into all forms, so don't make the mistake of being casual when proper business etiquette is needed. I do suggest, however, being conversational within most of your letter writing; i.e. cover letters, intro letters, and yes, thank-you letters.

What about spam? To ensure your email gets through, try placing something in the subject line that will enable the reader to identify the purpose of it as well as the recipient.

For example, utilize "Thank You for Wednesday | Your Name." You can also incorporate the date of the interview and use your last name only.

The important thing is to keep it brief so the entire tagline is visual upon receipt.

The great debate is how long should an email be in this case? Email by nature is shorter than other traditional written materials, so we would probably agree that a shorter piece is definitely required. Exactly how long of a piece is up for debate.

I would suggest keeping your email to three short paragraphs or less, equating to about 10 tightly written sentences. To some that might seem like too much, while others might feel it's too short. Use your judgment, and go with what works for you ... but also keep in mind the reader.

Another free download provided by Teena Rose, a Highly Endorsed Job-Search Expert

Want more? Visit <http://www.resumebycprw.com/home-page.htm>

<http://www.linkedin.com/in/teenaarose> * twitter.com/teenaarose * <http://www.teenaarose.com>

Copyright 2010, All Rights Reserved, Teena Rose, Resume to Referral

Here are 3 *don'ts* to consider:

- ✓ Don't overwhelm your reader with heavy paragraphs
- ✓ Don't waste space with useless detail
- ✓ Don't use abbreviations or other writing shortcuts

On the flip side, do ...

- ✓ Utilize a full signature line; complete with contact info
- ✓ Provide a link to other online resources; i.e. LinkedIn or Naymz account
- ✓ Integrate a link to a web portfolio
- ✓ Address to download your resume from online

HAND DELIVERY

A new technique that sheds light on your aggressive, get-the-job-done nature can be visit the company in person, if you have access, and hand deliver your thank-you piece to the front desk. Meeting the interviewer in person may not be doable, and in these cases, adding personal touches to your procedures can reflect that you're a person that isn't afraid of challenge or being different to obtain the desired results you seek.

**There isn't really a wrong way to thank
someone for taking the time to meet with you.**

Suggestions For Content

Intro Sentence Ideas

Although the following are great ways to start writing your letters, I suggest not using the following verbatim. After all, thank-you letters should be unique to you. If you follow the same "written path" that many others do, well, you'll lose a bit of your individualism and uniqueness. So, I suggest using these as guides, but definitely culminate sentences that are unique.

- ❖ I'm grateful for the time we had Monday although it was obviously a very hectic time for you. With that said, indulge me while I recap core mentionables about me that I may have missed or overlooked during our conversation.
- ❖ Thanks for meeting me for lunch, Monday. I have eaten at Los Mexico many times over the years, so I was well aware of the quiet booths available for us to discuss XYZ ... and well, they have the greatest enchiladas. Am I right?
- ❖ It was great meeting with you and Mr. Blake Monday afternoon. I was very impressed with the extensive knowledge both of you have about XYZ's product lines. Some of the key points you mentioned, such as new product launches and product marketability, are specialty areas of knowledge for me. So, I spent the week coming with my thoughts for improving the success of your new products while enhancing purchases from existing customers. Here are my initial thoughts ...

Another free download provided by Teena Rose, a Highly Endorsed Job-Search Expert

Want more? Visit <http://www.resumebycprw.com/home-page.htm>

<http://www.linkedin.com/in/teenaarose> * twitter.com/teenaarose * <http://www.teenaarose.com>

Copyright 2010, All Rights Reserved, Teena Rose, Resume to Referral

Body Sentences

- ❖ The tour was the most insightful, in my opinion. I made several notations about the current ergonomic layout of your plant, along with the location of your inventory so I could further contemplate and formulate ideas for improvements. In fact, I have several initial suggestions on work station layout, inventory movement, and employee ergonomic improvements to increase the efficiency of your department. I'm sure you will find these very informative:
- ❖ I was thrilled to meet Mrs. Pennington while touring the plant yesterday. She offered great insight into the needs of the procurement department, along with the challenges facing your area relative to your current suppliers and resellers. I jotted several suggestions down after our meeting that I would like to discuss with you.
- ❖ As a recap, I have extensive knowledge of supply chain management, forging profitable relationships with key suppliers, negotiating contracts, and reshaping your existing plant operation to utilize timesaving technologies.

Closing Sentences

- ❖ Since meeting yesterday, I've penned a couple additional points I'd like to bring up during our next meeting. Would you be able to find some time for me Friday, maybe late morning or early afternoon? I also have some time available early next week.
- ❖ I'm excited about this position. As I mentioned at the end of our second interview, I'll call you Wednesday so we can talk further. In the meantime, I'll email you recommendation letters and other key notables for you to review before we speak.
- ❖ Again, thank you taking the time to meet with me. I realize you're spending ample time focusing on the upcoming merger, so our meeting was unexpected ... but terrific all the same.

Another free download provided by Teena Rose, a Highly Endorsed Job-Search Expert

Want more? Visit <http://www.resumebycprw.com/home-page.htm>

<http://www.linkedin.com/in/teenaarose> * twitter.com/teenaarose * <http://www.teenaarose.com>

Copyright 2010, All Rights Reserved, Teena Rose, Resume to Referral