

"Thank You"

CAREER POWER!

REAFFIRM YOUR INTEREST IN THE JOB

If you decide you want the job, it can never hurt to reaffirm your interest—if you do it right. The right way is a letter that reconfirms your interest in the job and indicates why you should be hired. When you write, make sure the company's name, the interviewer's name, and every other word are spelled correctly; that there are no errors in grammar; that you use business letter form; that there are no smudges; and that you mail the letter no later than the day after you're interviewed.

The letter on the adjoining page should give you a good idea of the elements you'll want your follow-up letters to include. Let's look at it closely.

The Interviewer's Name and Address

Use "Mr." if the interviewer is a man. Use "Ms."—not "Miss" or "Mrs."—if the interviewer is a woman. Why? Because you may mistakenly call a "Mrs." a "Miss", or vice versa. Even if you don't, the interviewer may feel that her marital status has nothing to do with her job, and may prefer "Ms."

The interviewer's title should follow her name. If you're not sure what it is or don't know it, don't guess. Just leave it out. It won't make the difference between an offer and a rejection.

Spell the company's name exactly the way the company does. For example, if they use Williams & Co., you should too. The only abbreviation in the address should be the state. Use U.S. Postal Service designations: for example, NY, FL, and CA.

When you greet the interviewer in your letter, use the interviewer's last name. The interviewer isn't your friend, and this isn't a personal letter.

The Body of the Letter

The body of the letter should be brief, clearly written, and to the point. Use a few short paragraphs, never one long one. Short paragraphs are easier to read and they look better.

Begin by thanking the interviewer for meeting you. Then reaffirm your interest in the job, and tell the interviewer why he should hire you. Do that by briefly summarizing the things you've done that qualify you for the job and your reasons for wanting it. Close by telling him that you look forward to his decision.

The Complimentary Close

"Sincerely" and "Yours truly" are both appropriate.