

CareerGrowth Group



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Dear Successful Career Professionals

As successful career professionals look forward to November, the month for giving thanks, there is much to be thankful for. Most of my transition clients have been receiving interview requests from a wide variety of potential employers (i.e. law firms, financial service companies, marketing organizations, non-profit groups, etc.) at a rate that has accelerated faster than at any point during the past six months. Actually, a record number of my clients have received job offers during the past week.

This positive news has inspired me to write this month about the **Thank You Letter**. The theory is that your letter is a crucial element to the hiring process.

- **Be sure to send a Thank You note** to each person that meets with you during the interview process. At the end of interview be sure to ask for the business card of everyone you meet. This way you will have the exact name (and spelling) and title of each interviewer. If you forget to ask for the card, call the receptionist, secretary, or company operator and ask for the exact spelling and title (if available) of the person.
- **This letter needs to be written either by hand or by email within 24 hours.** If the hiring process is moving quickly, use email. This way, the individual can respond back to you, if he/she wants to.
- **You need to express your interest in the position** and explain **EXACTLY** why you are the **BEST** person for it. Use an example from the discussion, if you can.
- **Finally, be sure to personalize the note.** In this manner, you make the note original. Don't shy away from telling the interviewer something personal that you enjoyed learning about the hiring manager. This is a good way for you to remind the hiring manager that you are likable.

In closing, I wish to thank you for being a loyal reader of my newsletters. If you need help in being the Best Candidate on your Next Interview, please get in touch. In the meantime, don't forget to send out a thank you note for the interviews that you had today.

Best Regards,

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About Beverly R. Daniel: Beverly Daniel is a career counselor / coach, who helps career professionals move successfully from one level of their careers to another. This can include assessments and evaluations about career choices, strategic planning for career moves, navigating in corporate structures, or moving from corporate to self-employment, or entrepreneurship. She works with lawyers, banking executives, marketing professionals, among others in all functions and industries. Beverly has been in the executive search and career-counseling field for 29 years. She holds a BS and MS in Psychological Counseling from Boston University. She holds an MBA in Management from New York University. Beverly studied for a Ph.D. in Clinical Psychology at Case Western Reserve University.