



FOLLOW-UP WITH A THANK YOU LETTER

Make sure that you write a thank you letter after your interview, whether it was done by telephone or in person. Don't send a hastily-drafted email from your phone five minutes after leaving the meeting. Additionally, if a contact suggests you call someone, introduces you to an especially effective technique, or takes the time to give you a follow up call with another lead, be sure to let that person know that you followed up on their suggestion and what a great help it turned out to be. If a lead they gave you results in an interview or new information about you becomes available, let your contact know.

Keep in touch with the people you feel you have the most rapport with, and who have been the most helpful. It is best, after the initial thank you note, to wait about 6-8 weeks, then follow up with an email or note stating something like the following:

“Hi Mary, I am just checking in. Thank you again for referring me to Ralph Deal at Dewey Cheatham. We met for coffee last week and he gave me some great information. I will keep you posted on my job search. Thanks again for your help and support.”

This type of follow up does two critical things: it makes people appreciate that you are taking the time to thank them and think their advice and time are valuable; and second, it keeps your name in front of them. When people don't hear back from you, they assume you've obtained a job and just haven't bothered to tell them. Don't, however, become a pest. Use this technique sparingly - once every 6-8 weeks, to let them know briefly of your progress, is sufficient. Once you get a job, be sure to send a personal thank you by email or letter to every person who helped you, stating that you couldn't have done it without them. Everyone loves to feel helpful, and, by maintaining these contacts, you are creating a network that will someday refer you clients or keep you in mind for other professional opportunities.