

**It's After the Interview.... Now what?
Writing a Thank You Note**

A THANK YOU note:

- Reminds the interviewer how much you really want the job
- Addresses any issues or gaps that may have arisen during the interview
- Shows that you are willing to go the extra mile

Here is an example of a typical thank you e-mail:

Dear (name of person who interviewed you),

Thank you very much for taking the time to interview me on Tuesday afternoon. You gave me quite a bit of insight about your organization and were very courteous and professional. I particularly liked the way you made me feel comfortable from the start.

As we discussed, my five years of experience as an Accounts Payable specialist make me an excellent choice for the position we talked about. At one point you asked if I had any additional experience that would be relevant to the job. I would like to add here that I currently serve as a volunteer Accounts Payable supervisor for a local charity.

I would really welcome an opportunity to return for the next round of interviews. Please feel free to contact me at the number and e-mail address provided below.

Sincerely,
(your name here)

Remember....

Keep your thank you *short* and sweet. Send them around two business days after you've been interviewed. Then cross your fingers, keep up your job search momentum elsewhere, and hope for that thrilling call-back.



A Fresh Start for Your Career

By Susan Bryant

A new year provides a sense of getting a free do-over, so you can try again and get it right. What do you need to do this year to find the kind of enjoyment or progress you want in your career? Joel Garfinkle, founder of Dream Job Coaching, a consulting firm specializing in personal fulfillment and professional transformation, offers these suggestions to make this year your best yet.

Determine Which Aspects of Your Job You Like

And then find a way to do more of whatever that is. When you are engrossed in a project you like, your workday will be energizing rather than draining. You may also find that the tasks you enjoy are the same ones a co-worker or boss dislikes. Find out if you can work out a win-win situation.

Learn from the Best Around You

Who in your office seems to really enjoy -- and excel -- at their work? What can you learn from them? People who like coming to work radiate positivity, and their spirit can be infectious. Let the energy rub off on you.

Determine Your Career Signature

If you had to write down one statement that would encompass who you are (or want to be) professionally and personally, what would it say? Take some time to clarify your unique signature and use this statement as a guiding force in pursuing what you want to do and whom you want to be.

Recognize What You Can and Cannot Control

Write down the things that stress you out at work. Circle the ones you have control over, and cross out the ones you don't. Vow to stop spending energy on the items you crossed out; redirect your energy on finding solutions to the problems you can impact.

Do the Job Above Your Current Position

Offer to take on some of the responsibilities in the position just above you. Becoming familiar with that role makes you an obvious choice for future promotion.

Accomplish Projects That Directly Affect Your Resume

When taking on new projects, try to select those that will most likely benefit you. Be sure to quantify the results of your work and add these accomplishments to the ongoing resume you should be compiling.

Cultivate Friendships at Work

Your coworkers can understand and appreciate what life is like in your office better than anyone else. Take the time to develop friendly relationships with them. You'll benefit personally and professionally from the time you invest in getting to know them.

See the Big Picture and the Little Pictures

What is the big picture -- your overall vision -- for your professional life? Now what are the small daily steps -- the little pictures -- that will get you there? Make a small goal, like joining a professional organization or finding a mentor, something you can accomplish today.

Make Sure You're on the Right Path

Are you really doing what you want to do? Does what you think you should be doing interfere with what you want to be doing? None of the above suggestions will work if your career isn't aligned with your true interests, personality and natural abilities. If a career assessment is in order for you, make this your first priority in the new year.

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