

## How To Use Follow-Up Cover Letters . . . To Land Your Dream Job

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Learn more on how to write an amazing cover letter: <http://www.resumebycprw.com/cover-letter.htm>

Two simple words—"thank you"—could make the difference between landing your dream job and the nightmare of being overlooked. Everyone wants to be acknowledged and appreciated but too few job-seekers keep this in mind after they leave the employer's office. Include these words in a post-interview cover letter and you'll get the employer's attention.

Simple, sincere statements such as: "I appreciated meeting you today," "Thank you very much for the interview," "I'm grateful for the chance to speak with you this afternoon," will bring a smile to any employer's face, especially after a long day of talking with a string of job-hunters.

Decide today that you will follow up your interviews with a follow up thank-you note mailed directly to the person who interviewed you. A follow-up note also says something important about you. It shows that you care about people, not just about the job, and that you will make an excellent team member who is willing to extend yourself to others.

And don't forget to follow-up with a *second* cover letter sent to companies that did NOT contact you for the interview. This overlooked strategy gives you a second chance to get noticed, taking just minutes of your time to double the odds of getting your foot in the door. A powerful strategy.

### TWO benefits you won't want to miss!

- Follow-up cover letters will result in more quality **job interviews**.
- Post-interview cover letters will increase your **job offers**.

Can you phone or e-mail instead? Of course. The choice is yours as long as you express your appreciation. Also keep in mind that there is nothing quite like a *personal hand-written* note. Such a step sets you apart from other job-seekers and will make a good impression that lasts.

### Here's a sample of a short post-interview cover letter that makes the point:

Dear Hiring Manager:

Thank you so much for our time together yesterday. I enjoyed talking about our mutual interest in golf and our passion for real estate. It was a pleasure to meet you, talk over the office management job you want to fill for the brokerage, and to have an opportunity to share why I believe I am an ideal candidate for that position. Your friendly manner put me at ease. I'd love to join your team. I'm definitely ready to take on this job. If you'd like to meet again, please call and I'll be there at your convenience. Thank you again.

Sincerely yours,

Joanne Job-seeker

In summary, remember to follow up all contacts with a *second* cover letter. And harness the power of the post-interview cover letter that says those two magic words... THANK YOU! Send this letter after an interview ASAP and you'll be on the way to landing that dream job.

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Jimmy Sweeney is the president of CareerJimmy and author of several career related books and writes a monthly article titled, "Job Search Secrets." Visit our friends at Amazing Cover Letters for your "instant cover letter today: <http://www.resumebycprw.com/cover-letter.htm>. "In just 3½ minutes you will have an amazing cover letter guaranteed to cut through YOUR competition like a hot knife through butter!"

