

Move to the Top of the "Must Hire" List With a Power-packed 'Post-Interview' Cover Letter

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

"Lead, don't follow" is a mantra you'll often hear in the business world. But when it comes to cover letters, the opposite is true. Those who 'follow'—follow up with a post-interview cover letter, that is—go straight to the top of the 'must hire' list.

Keep communication flowing between you and the hiring manager of the organization you hope to join. **Follow up** every lead, e-mail, contact, phone call, letter, or interview with a powerful and positive post-interview cover letter that puts you head and shoulders above the mob of job-seekers who want the same position you do. Remember, **few** people stop to put their appreciation **on paper**. A simple 'thank you,' 'I appreciated meeting you,' or 'I'm grateful for your time today,' can make *the difference* between landing a job and landing a disappointment.

Decide today to hand-write a thank you note directly to the hiring manager. He or she, just like you or anyone else, likes to be acknowledged and appreciated. A follow-up letter also shows the individual who you *really* are—a person who is aware, attentive, and anxious to be of service.

Make a good *first* impression—the *first* time!

Well-written *follow-up cover letters* practically guarantee first-rate **job interviews**.

Well-written *post-interview cover letters* practically guarantee an increase in the number of **job offers** you receive.

It's your choice. Follow up with a phone call, e-mail, or a Fax. BUT, a *personal* note in your own handwriting is the *best* choice and the most effective post-interview cover letter of all. Keep in mind that every man and woman *loves* to receive mail with his or her name on the envelope in the sender's personal handwriting. Such a document not only makes a great first impression but it makes a *lasting* one, as well.

See the following example of a short and succinct post-interview cover letter that really delivers!

Dear Hiring Manager:

Thank you so much for your time today. I really appreciated meeting you in person, touring your facility, and taking a look at the office you plan to fill with the best-qualified person. I'm especially grateful for the opportunity you gave me to tell you why I believe I'm the one for that job. I felt right at home, thanks to your attentive listening, your thoughtful questions, and your sense of humor—which put me at ease right away. If you'd like to meet a second time to go over any additional details, just call and I'll be there at a time and date that work for you. Again, thank you for meeting with me.

Sincerely yours,

Fred (or Freda) Follow-Up

P.S. I look forward to hearing from you. Better yet, to hearing the two magic words, "You're hired!" {Insert smiley face here.} There you have it. Top off every job interview with a follow-up, post-interview cover letter. Then listen for the phone to ring as your name springs to the top of the 'must hire' list.



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!"