

# Mind your notes and calls

by Carol Naff, Business/Life Coach

Wow, you were finally called in for that interview. The interview went well and you hope for a job offer. So you go home and wait; right? Wrong! Two easy ways for you to get your name in front of the decision maker again are thank you notes and follow-up phone calls. Take these opportunities to turn that interview into a job offer.

While you're at the job interview, jot down the correct spelling of your interviewer's name, and grab a business card so you have the mailing address. After the interview, don't even go home. Stop to hand write your note of thanks and mail it immediately so that it will be received the next day. For example, you might say:

Dear Ms. Adams,

The more I learn about ABC Company, the more excited I get about the possibility of working with you. I am especially interested in the new program you talked about in my interview. It sounds a lot like the program I worked on last year in my current position.

You are looking for someone people-oriented with leadership qualities and capacity for a fast pace. My experience indicates that I am a good match for your position and, as a member of your team, would help you accomplish your departmental goals.

Thank you for your time during our interview. I look forward to hearing from you.

Sincerely,

Be sincere in your note and customize it to the position. Put some thought into what you think they are looking for in their ideal candidate. Perhaps you could refer to a successful scenario of an accomplishment in a previous position.

It's been a week and *nothing*. Well, don't even wait that long. Get on the telephone and call. Check in to see if you might supply any additional information. It is so easy to convince yourself that they are too busy and don't want to hear from you. The reality is that only five per cent of the applicants follow up with a call. Make yourself stand above the crowd and be offered the job.

People want to hire people who really want the job. If you don't write a note or follow up with a telephone call, then how will they know that you want it? Get your name to the top of the list.