

Volume 5— Fall 2008, Issue 7 - Week of October 13, 2008

Good Impressions, Lasting Impressions

Want to know how to continue to make a good impression? Make sure you write a thank-you letter after your phone and in-person interview. You should use every opportunity possible to reinforce your interest and qualifications for the position. A thank-you note should be sent no later than 48 hours after your interview.

The thank-you letter accomplishes three main things.

- 1) It reminds the employer of your interview and expresses your sincere appreciation.
- 2) Re-emphasizes your strongest qualifications. Make sure to draw attention to the match between your qualifications and the job description.
- 3) Reiterates your interest in the position. You can also use this time to provide something you may have neglected to mention in the interview.

Many students ask if it is appropriate to email a thank-you note. If you have been using email to communicate with the employer prior to the interview, it is acceptable to email your thank-you note. However, a handwritten or typed note is preferred and recommended.

Make sure you get the correct spelling, proper title, and address for the recruiter(s) who interviewed you. A great way to ensure this information is by collecting business cards from the recruiter who interviewed you. If you are interviewed by more than one recruiter, make sure you send a thank-you note to each person separately. This will demonstrate your sincere appreciation to that particular person.



- Some material taken from our Career Development Guide

Job of the Week

Job ID: 5218

Job Title: Database and Resource Assistant

Type: Part Time

Organization: First Call For Help of the United Way of Escambia County

Job Description: Works directly with the Resource Manager to produce comprehensive, accurate resource information on community health and human services; assists with database and website maintenance and serves as necessary in the capacity of an information and referral specialist.

~Log on to JasonQuest to find out more information!~

Spotlight

::CAREER ADVICE AND A SLICE::

Become a Financial Superhero!

Happening on October 16th at Noon; a panel of experts, including Jim Donatelli, the City President of Regions Bank, Rhonda Dollas, Services Manager at Navy Federal Credit Union, and Michael Thornton of Brown, Thornton, Pacenta CPA's.

You'll learn about credit, how to avoid scams and shams, how to set a personal and/or family budget, emotional spending, what a financial institution can and cannot do, and community resources and opportunities. Lunch is provided, doors open at 11:30. [10/16 @ 12pm, Nautilus Chamber.]

Announcements

- **Career Advice and a Slice!** *In the Nautilus Chamber:* October 16th, @ 12pm
- **The Washington Center in UC Room 272:** October 23rd, @ 430pm