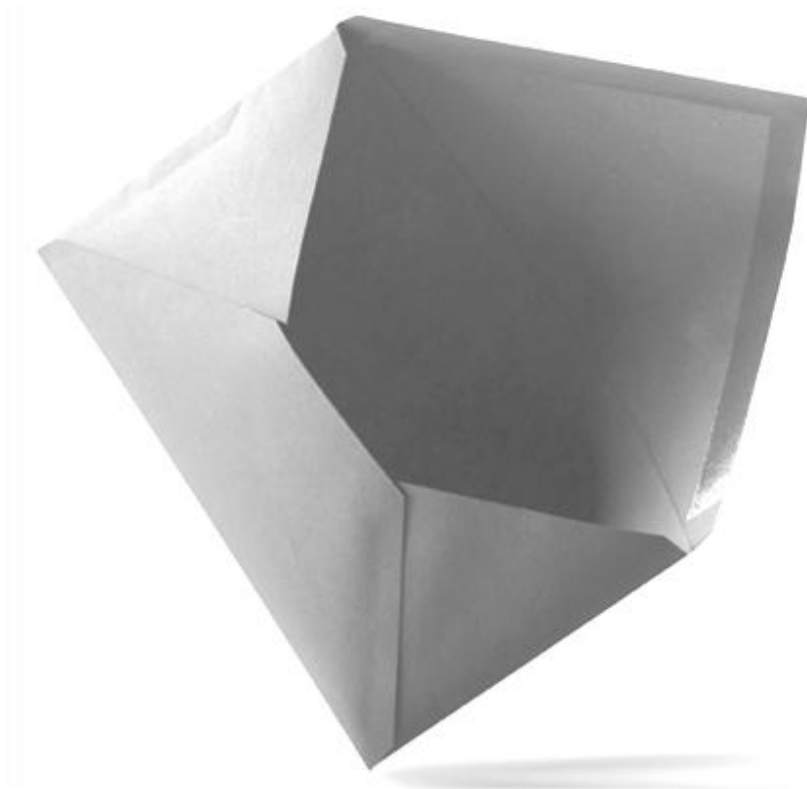


Job Related Letters



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July 2013

Thank You Notes

A thank you note is a small message sent to an interviewer via email or post thanking them for meeting with you and restating your interest in the job.

Delivery of the Thank You Note

Writing the thank you note should be one of the first things you do after an interview. If you plan to email them a thank you note, do it as soon as you get home and if you are writing a thank you note, send it by post as soon as you get out of your interview.

Purpose

A thank you note serves several purposes. It could affect the immediate hiring decision in two ways. It refreshes the interviewer's memory of the interview and it also highlights your personality in a positive way. Sometimes, an interviewer might not receive this note or this note might have little significance with regards to their current hiring decision. However, it is still beneficial to write the note as it might allow you to be successful for other future positions with that organization.

Personalized Thank You Notes

A thank you note should be sent to every member of the interviewing panel. If you do not have their contact information, make sure to get their business card at the end of your interview. Ensure that you write personalized notes to each member. Using the same note might be seen as a sign of laziness.

Writing Tips

Keep the note short, sincere and specific. A note containing only 3 sentences would be sufficient to get your point across while taking up very little time out of the interviewer's busy schedule. Include a greeting and closing statement with your note

1st Sentence: Thank the person for meeting with you

2nd Sentence: Mention something that you liked about the interview/interviewer/organization

3rd Sentence: Repeat your interest in the job and the organization

Example of a Thank You Note

Hello Mr. Smith,

I wanted to thank you for taking time out of your busy schedule to meet with me today. I was really impressed to hear about your organization's initiative to ensure diversity in the workplace. I feel that my personal values and career goals align well with your organization and would love the opportunity to work at Smith's Automotive.

Thank You.

Yours Sincerely

Bob Simmons

How to Request a Reference Letter

Sometimes what a previous employer can say about your skill sets and capabilities may make all the difference in the world when it comes to a potential employer's hiring decision. An effective way of setting yourself apart from the rest of your competition is by obtaining letters of references from past employers. If you believe that you had an excellent working relationship with them, or that they were happy with your work, then the employer would usually be pleased to help you in your future endeavours.

In order to get a letter of reference, you need to contact your past employer. The most professional way to do that would be by sending them a letter.

In your letter, there are several things that you will want to address:

First

- Who you are
- What position/department you were in at their establishment
- The different duties and tasks you performed
- The length of time you worked for them

Second

- Explain the reason for your letter. The reason would be to obtain a letter of reference from them to give to future potential employers

Third

<u>If reference letter is for a specific job</u>	<u>If reference letter is for any job</u>
<ul style="list-style-type: none">• Tell your past employer what position it is that you are currently trying to pursue• Ensure that they address it to the person/department/organization who will be reading it• Ask them to specify some of the responsibilities and tasks that you were responsible for and performed well, that are similar to ones you would possibly be required to perform with the future employer (example: you were excellent with warranties, sales and returns of merchandise and great with customer service – when applying for a retail position etc.)• Ask them to highlight positive characteristics/skills/traits that you possess and have demonstrated to them in your past employment (example: you were a team player, very ambitious, you were always eager to learn and improve, etc.)• Ask them to state that they enjoyed having you as an employee and would recommend you as a great asset to this future employer	<ul style="list-style-type: none">• Ask your past employer to explain (in detail) all of the positive skills/knowledge/responsibilities/personality traits that you possess and/or demonstrated at their organization• Ask them to state that they enjoyed having you as an employee and would recommend you as a great asset to any future employer

Sample Reference Letter Request for any Future Jobs

Bob Simmons
123 King Street West
Chatham, ON, A1B 2C3

July 22nd, 2013

John Smith
Supervisor
World Corporation
234, Queen Street East
Chatham, ON, D4E 5F6

Dear Mr. Smith

As my time at World Corporation comes to an end, I would like to thank you and the rest of the organization for your tremendous support and guidance over the past 5 years. My position at World Corporation as Public Health Nurse allowed me to grow and develop as a person and an educator. Although I am disappointed to leave the World Corporation family, I am really excited about my future in the field of Public Health.

I write this letter today to request a letter of reference from you that I could show potential future employers. As my supervisor for the past 4 years, you are very familiar with my skills as a Public Educator as well as my soft skills that make me an asset to any future organization.

If you are willing to write me a reference letter, please send it to me in a PDF format via email.

If you have any questions, or would like to schedule a meeting to further discuss this, please feel free to contact me via phone or email. My phone number is 519-123-4567 and my email address is bsim@hotmail.ca.

Thank You.

Sincerely

Bill Simmons

Sample Reference Letter Request for a Specific Job

Bob Simmons
123 King Street West
Chatham, ON, A1B 2C3

July 22nd, 2013

John Smith
Supervisor
World Corporation
234, Queen Street East
Chatham, ON, D4E 5F6

Dear Mr. Smith

I am writing this letter today to request a letter of reference from you. I have applied for the Public Educator position with the Municipality of Neverland and feel that a good letter of recommendation from you would allow me to be successful in the hiring process.

The position at Neverland is very similar to the Public Educator position at World Corporation. Therefore, I believe that all my skills and competencies can be transferable to this new position. Although I was disappointed to leave the World Corporation family, I am really excited about the opportunity to stay and grow in the education industry. As my supervisor for the past 4 years, you are very familiar with my skills as a Public Educator as well as my soft skills that would make me an asset to any organization.

The letter of reference needs to be addressed to Mrs. Jane Smith who is the Director of Public Education at the Municipality of Neverland by August 20th, 2013.

If you have any questions, or would like to schedule a meeting to further discuss this, please feel free to contact me via phone or email. My phone number is 519-123-4567 and my email address is bsim@hotmail.ca.

Thank You.

Sincerely

Bill Simmons

How to Write a Reference Letter

There will be times throughout your employment where you may have to write your own letter of reference and have a past employer sign it. This is because the employers just don't have the time to write one up. Or you may be required to write a reference letter on behalf of one of your own employees, to assist them with their further job pursuits. In any case, you will want to know how to write a reference letter that:

- Sounds professional
- Straight to the point
- Useful to another employer when trying to make a hiring decision about the person in question.

Before writing the letter, make sure to get all of the information needed to write the letter (on behalf of yourself or someone else):

- who is the person/department/organization that the reference letter should be addressed to
- what position is the person in question currently trying to pursue
- what position did the person hold at the prior employer
- what responsibilities and tasks was the person responsible for and had performed well, that are similar to ones they would possibly be required to perform with the future employer
- what positive characteristics/skills/traits were demonstrated in their past employment
- how can this person's employment benefit this company or any future company

