



Other Job Search Documents

Other Job Search Documents

This session covers:

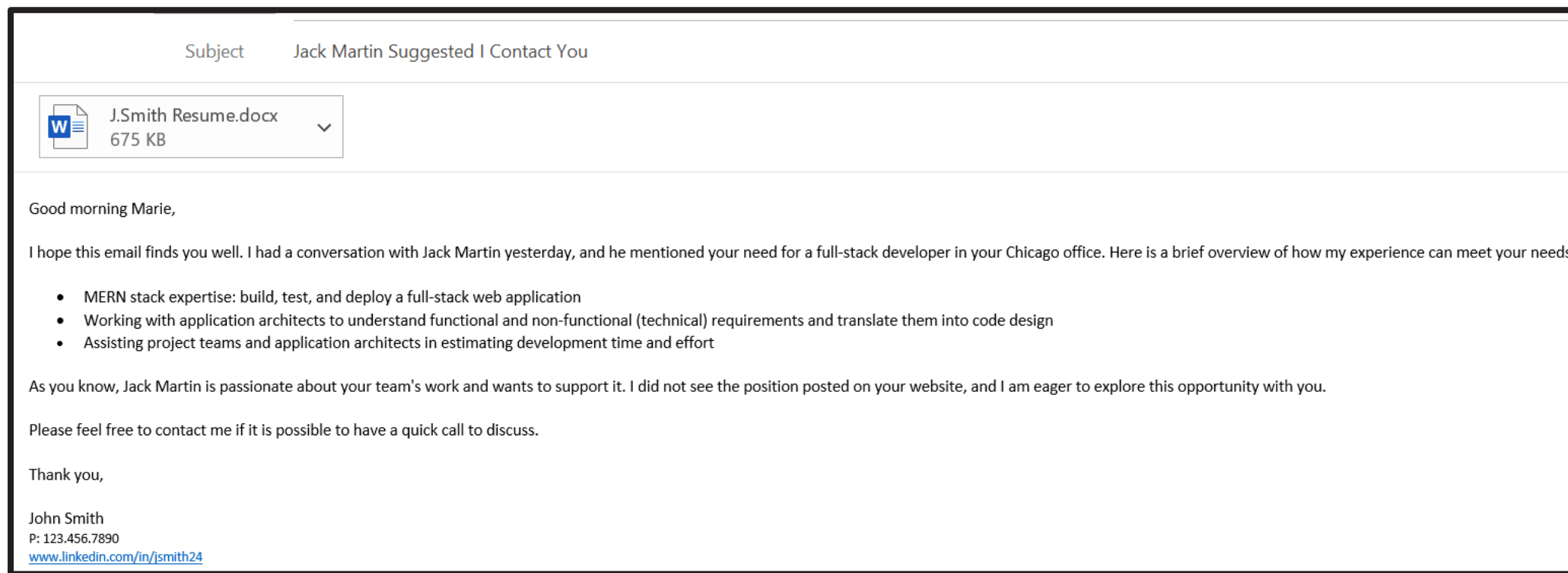
- Outreach notes
- Thank-you letters
- A professional references page



Outreach Notes

Outreach Note

Brevity is key



A man with grey hair and glasses, wearing a dark blue suit, white shirt, and dark tie, is seated at a desk. He is looking down at a notebook in his left hand, with a blue pen in his right hand. He is also holding a large, white, folded piece of paper in his left hand. The background is a blurred office setting with warm lighting. The text "Thank-You Letters" is centered over the image, flanked by two large, light blue square brackets.

Thank-You Letters

Thank-You Letters

Set yourself a reminder before your interview

When to send

Within 24 hours:

- After applying
- After an interview
- After networking

Who to send to

To everyone you meet through:

- Networking
- Interviewing
- The hiring committee

- Express enthusiasm
- Readdress needs/challenges
- Reconfirm your solution or benefit

A man with grey hair and glasses, wearing a dark blue suit, white shirt, and dark tie, is seated at a desk. He is holding a pen in his right hand and a piece of paper in his left hand. On the desk, there is a laptop and some books. The background is slightly blurred, showing an office environment. The text "References Page" is overlaid in the center of the image, flanked by two large green brackets.

References Page



References Page

Jane Smith

City, State, Region

jsmith@email.com | www.linkedin.com/in/janesmith12 | 555.555.5555

PROFESSIONAL REFERENCES

Reference Name

Job Title and Organization

Phone Number: (123) 456-7890

Email Address: reference@email.com

One or two sentences that explain your professional relationship.



All Job Search Documents

Consistency

1. Brand message in materials and online profiles

Your brand = your strengths + their need)

2. Name and contact information
3. Font and formatting

**Your
strengths**

**Your
personal
brand**

**Their
needs**

Jane Smith

City, State, Region

jsmith@email.com | www.linkedin.com/in/janesmith12 | 555.555.5555



Thank you