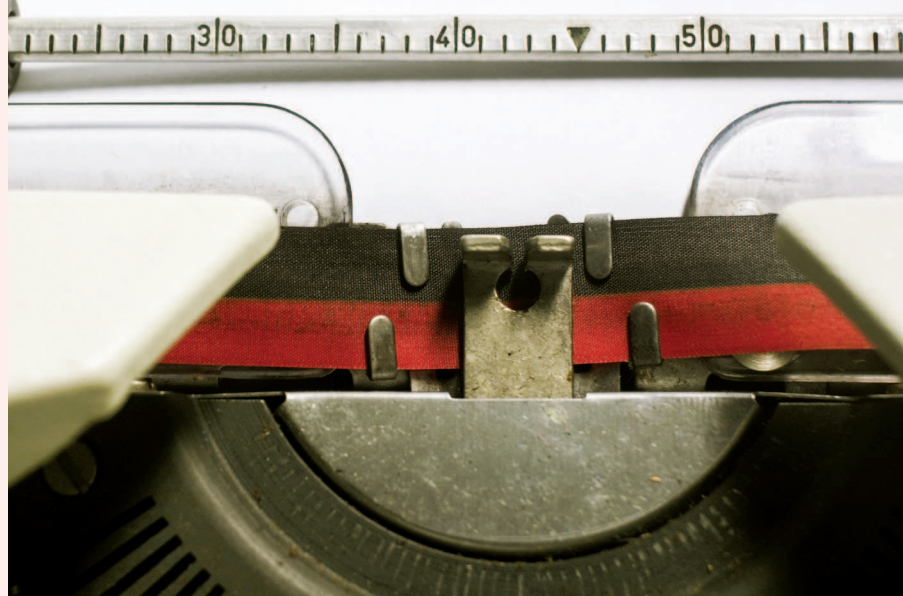


# THE THANK-YOU LETTER

## Thank You!



One important strategy which job hunters forget is the power of sending a thank-you letter after an interview. It is a welcome gesture from hiring managers and emphasizes your interest for the position. Timing is everything when sending the document, especially if a decision will be made quickly.

### Is it really important?

The simple answer is yes, but the reasons why will show you the importance of this beneficial note. A recent study performed by CareerBuilder revealed that 22 percent of employers are less likely to hire a candidate who skips sending a thank-you letter. Even more encouraging, 91 percent of hiring managers enjoy being thanked, which puts you in a positive light. Don't wait too long, Monster Worldwide Inc. recommends sending the thank-you note 24 hours after the meeting.

### What to include

Never send a generic response or copy a template you found online; this should be a personal letter which helps your submission stand out. Consider these tips from the American Management Associ-

ation when crafting the perfect follow-up to an interview.

Restate your value. Reiterate the qualities that make you a strong fit for the position and continue your interest in the opportunity.

Be specific. Emphasize points from your conversation which impressed the hiring manager and showcases your qualifications.

Keep it short and sweet. Don't ramble on.

### Getting to the right hands

How you send your letter should rely on how the interviewer contacted you initially. For instance, a company who used email to schedule your meeting or ask questions should receive their note in the same way.

The advantage of electronic mail is it will be received immediately.

However, if your contact has been limited to physical letters and phone calls, you should consider sending a follow up through the mail. Obviously, the downside here is it will take a few days before it is in a hiring manager's hands. However, the gesture will make a big impression as they make a decision to fill the position.

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## Positions Available

### Reservation Specialist

Skills:

- Knowledge/experience of cash handling/retail sales
- Knowledge/experience of safe handling of cleaning chemicals, handling, and usage.
- Knowledge/experience of computers
- Excellent communication skills
- Excellent time management abilities
- Ability to work precisely and accurately
- Ability to work long and flexible hours
- Ability to work holidays and weekends

### Maintenance/Night Security

Skills:

- Knowledge/experience of electrical and plumbing equipment and installation.
- Knowledge/experience of pool operations (CPO certification may be required).
- Knowledge/experience of safe handling of chemical properties, handling, and usage.
- Knowledge/experience of propane and gasoline dispensing (certification may be required).
- Excellent time management abilities
- Ability to work long and flexible hours
- Excellent troubleshooting, problem solving and decision making skills

### Activities Specialist

Skills:

- Knowledge/experience of crafts and games.
- Knowledge/experience of supervising children.
- Knowledge/experience of computers and cash handling.
- A keen eye for detail
- Excellent time management abilities
- Ability to work precisely and accurately
- Ability to work long and flexible hours

### Housekeeping Specialist

Skills:

- A keen eye for detail and excellent time management skills
- Ability to work precisely and accurately
- Excellent multitasking ability and communication skills
- Ability to work long and flexible hours
- Willing to work outside in all weather conditions
- Excellent customer service and team player

### Food Service Specialist

Skills:

- Knowledge/experience of cash handling and computers
- Knowledge/experience of retail sales and food handling
- Knowledge/experience of safe handling of cleaning chemicals, handling, and usage.
- Excellent communication skills
- Excellent time management abilities
- Ability to work precisely and accurately
- Ability to work long and flexible hours
- Ability to work holidays and weekends

### Food Service Manager

Skills

- Knowledge/experience of Microsoft Word, Excel, PowerPoint, Publisher
- Current Valid Driver's License.
- A keen eye for detail/creativity
- Excellent time management/Leadership abilities
- Ability to work precisely and accurately
- Ability to work long and flexible hours
- Excellent troubleshooting, problem solving and decision making skills

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