

Career Chronicles

Counselor's Corner



Stand out with a simple thank you

By Kevin Allan- Career Counselor

If you're like most students, you've started your job or internship search and may have already interviewed for a position. However, did you remember to follow-up the interview with a thank you card or note? Chances are you didn't. In fact, more than 90% of job seekers overlook this essential job search correspondence.

Why send a thank you letter? For starters, most employers view receiving thank you letters as a common courtesy after interviews. Additionally, you will have the opportunity to re-assert your interest in the position, to differentiate yourself from others by summarizing your skills and accomplishments and to stay fresh in the minds of recruiters/hiring managers.

The following are some general rules of thumb when writing thank you letters:



- 1) Be prompt in sending out your thank you letter, usually within 24 hours of the interview.
- 2) Document the names and titles of all individuals with whom you interviewed to ensure correct spellings for your thank you letters.
- 3) Depending on the rapport established with the interviewer and the culture of the company, thank you letters may be either a formal business letter or a handwritten note.
- 4) E-mail is an alternative method of sending thank you letters, especially if a hiring decision is expected soon. However, a written letter should follow up any e-mail.
- 5) Thank you letters should ideally be sent to all members who took part in the interview process and should be tailored slightly to each individual.
- 6) Spell check and proofread thank you letters before sending them out, as they reflect not only your level of professionalism but your written communication ability too.

Please visit careers.slu.edu for more information on thank you letters or to view a sample.

Career Services Student Workers are here to help you!

Meet the Student Workers: From left: Ed Lewandowski, Scott Duello, Kelly Topmeyer, Julie Krekeler, John Greathouse, Meagan Snedeker, Pete Geisen, Brent Cutro, Office Administrator, Connie Triggs and grandson/ future student worker Christopher. Not pictured: Tony Borrini, Lauren Gretz and Jessica Jones.

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UPCOMING DATES:

- April 25: Z107-7 Career Fair, BMC 3 -6 p.m.
- April 29: *Know What Recruiters Want Before They Do!* DS 173, 4 -5:30 p.m.

SERVICES WE OFFER:

- Career Decision Making Classes
- Career Counseling
- Job Search Workshops
- Group Presentations
- Resume Review
- Mock Interviews
- Career Resources Library
- *Career Connections* online resume referral and job postings
- On-Campus Recruiting
- Career/Job Fairs
- Employment Opportunities
- Experiential Learning
- Education Credential Files

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*We're on the
Web!
careers.slu.edu*

**Are you graduating
in May?**



Visit our website at careers.slu.edu to complete a graduate survey and find statistics on last year's graduating class.

 **Want to
work outside
of St. Louis?**

**Use CareerSearch to find
employment
information for cities and
organizations all
over the U.S. !**

CareerSearch is an on-line employment research tool accessible through Career Connections. It has a database of more than 1.5 million employers from a variety of industries and locations.

How can CareerSearch help your employment research? You can search CareerSearch's database using industry, location and keyword selection to find contact information about and statistics on companies for which you might want to work.

Industry Selection: CareerSearch has over 30 major classifications and over 3000 detailed classifications of industries.

Location Selection: CareerSearch allows you to select companies on a Regional, State or Zip Code basis.

Keyword Selection: Keyword selection is a very powerful feature that allows you to select on the basis of text found in the Company Name, Street Address, Company Description, Contact Name or Contact Title.

CareerSearch also provides maps, a salary wizard and city reports that can prove useful if you're looking to find a job outside of St. Louis.

You need to be a registered CareerConnections user to access CareerSearch. Call the Career Services office to get registered if you are not already. Once you are able to log into CareerConnections, click on the Job List link at the top of the screen. You will see several links on the left-hand side of the screen, click on the CareerSearch link and begin your search.

For more detailed instructions, visit careers.slu.edu or call our office at 977-2828.



Employer Spotlight: THE BOEING COMPANY



What is Boeing?

According to Boeing's "The Boeing Company- Defining Aerospace Leadership," Boeing is "the largest aerospace company in the world: a global enterprise that designs, produces and supports commercial airplanes, defense systems and civil defense space systems."

What makes Boeing unique?

Boeing is the largest supplier of military and commercial aircraft. The Boeing Company does extensive business in the space and telecom industries and produces a diverse range of complex high performance products. In addition, Boeing has a unique partnership with SLU, frequently collaborating with Career Services, Parks School of Engineering and Aviation and the John Cook School of Business.

What type of students does Boeing hire?

Boeing typically hires students from Parks College, the John Cook School of Business, the School of Professional Studies and the College of Arts and Sciences. Openings with the Boeing Company in St. Louis are usually in technical or business areas.

Where can you find more information on Boeing?

- For general information: www.boeing.com
- For information on Boeing in St. Louis: www.boeing.com/defense-space/military/ams.htm
- For employment information: www.boeing.com/employment