

# THE RIGHT FORMULA TO GET HIRED – By Ray Kaelin

## THE FOLLOW UP LETTER

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July 29, 2012

PHARMACEUTICALS INC.  
Pharmaceutical Center  
Suite 60  
Princeton, NJ 08540  
Attn: Ms. Anne Jones  
Controller

**This info will come from the Business Cards that you exchanged during the interviews. It's invaluable to get the correct spelling of the names and the proper job titles. If these aren't done correctly; it could be a definite showstopper. People don't appreciate having their names spelled incorrectly.**

Dear Ms. Jones:

It was a real pleasure meeting with you this morning.

The many challenges your area is currently facing regarding Sales Reporting, Sales Accounting and SAP module implementations are issues that I've dealt with throughout my career.

I believe I could contribute a great deal to the successful completion of your objectives for the coming year and would be eager to show you my competence as soon as possible.

Either way it was a pleasure meeting with you and, I hope to hear from you soon. Thank you,

Sincerely, Ray Kaelin

**Also, include in the follow up note, all the personalized issues you spoke about in the interview. If you want to be heard as the right person for the job, the best way is letting them know that you know how to listen.**