

## **CLOSING OUT YOUR JOB SEARCH**

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Congratulations on your new opportunity! You worked diligently throughout your career search...but it isn't over yet. Now it's time to bring the search to a close. Many mistakes are made at this point in a transition, many relationships damaged and bridges burned.

Closing out your search the right way involves some very important decisions and actions. Don't forget the following:

- Kindly end negotiations with other companies that are pending.
- Notify any recruiters you are in contact with to let them know where you can be found in the future.
- Communicate with your network of contacts to thank them for their help and to express an interest in staying in touch with them.
- Decide whom you want to keep in your network long term and develop a strategy to stay in contact with them regularly.

You worked hard building and maintaining your network of contacts. It is much too valuable to lose. And you never know when you'll need to call upon them again! We all value mutually beneficial, "win/win" relationships – take some time in the coming months to find out how you can help those who have helped you along the way. Here are a couple letters to use to communicate your announcement...

### **Sample #1**

*Dear \_\_\_\_\_,*

*Thank you for the time and assistance you provided me during my job search over the past few months.*

*I would like you to be among the first to know that I accepted a position as [title] for [company], [description of company] located in [city, state]. I will be responsible for [summary of role/responsibility].*

*Please let me know if there is anything I can do for you in the future.*

*Once again, thanks for all your help and advice....*

### **Sample #2**

*Dear \_\_\_\_\_,*

*I would like to share some very exciting news with you! I have just accepted a position as [title] for [company], [description of company] located in [city, state]. The position offers an opportunity to [summary of role/responsibility].*

*I am deeply grateful for the role you played in making my career change a success. The information, leads and support you gave me are appreciated. You will be happy to know it was your suggestion to network with [network contacts] that eventually led me to this job opportunity. I was often reminded during the past few months how easily we lose contact with friends and associates. I hope that will not happen with us.*

*Keep in touch....*