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*Send a Resu-letter*

There are occasions in the job-seeking process when you should send a “resu-letter.” For example, a help-wanted ad may ask applicants to send a resume and salary history. Send a resu-letter. A recruiter or another intermediary may have set up a job interview for you that requires some pre-info. Send a resu-letter.

A resu-letter is a proxy for your formal, structured resume. A resu-letter is a readable, humanized summary of those highlights in your background that are relevant to the customer, the hirer. A resu-letter enables you to present your experience in a non-resume format. You can mix biographical and chronological information in a way not seen in standard resume styles.

Your resu-letter should demonstrate some understanding of the target company. Your resu-letter should, like the boomerang letter, reflect some of the hiring company’s want-ad copy. A resu-letter has more credibility than a resume because it is not a resume. Whereas the reader knows a resume might exaggerate one’s accomplishments, the resu-letter gets a more forgiving read. In this job-getting process, the resu-letter is often followed by your resume. In effect, the resu-letter tees up your resume, and the two documents reinforce each other, strengthening your case.

If nothing else, your resu-letter will stand out as different amongst the pile of standard resumes. This will give you an edge.

*A Sample Resu-letter:*

A letter from a candidate for Research and Development manager to the company president.

Dear Ms. La Plant:

In response to your request for personal and business background, this letter summarizes relevant experience. Presently, I am responsible for a team of six scientists working to uncover more commercial applications for our core technologies. The position includes goal setting, brainstorming, work supervision, motivation, hiring, training, and firing. This job represents my fourth promotion in nine years. The cost center budget is \$1.6 million.

Prior to joining ABS Corp. I received a Ph.D. in biochemistry from Georgia Tech. My undergraduate degree (BS, Chemistry) and my MS in Industrial Management were both completed at Lehigh University in Pennsylvania. Professional memberships include the Association of Chemical Engineers and the American Management Association.

Colleagues and annual reviews would probably characterize my management style as outcome focused and open-minded. In an interview you will be able to augment this work snapshot in as much detail as you would like. Thank you.

Researchingly yours,

George Patent

P.S. My group has developed twenty-two concepts with a sales value of \$6,600,000. We can discuss this as well.