**Leave-Behind Packet** (For In-Person Interview & Afterwards)

# **Why This Is So Important:**

# It proves that you already go above and beyond and have exceptional attention to detail. Most candidates will not go this length to prepare – so you will most certainly stand out. It’s time consuming but worth it if you really want to land the job.

# It can detail even more skills the company is seeking that may not be on your resume or convey the things that you were unable to cover in the interview due to time constraints.

# It shows that not only can you deliver these amazing accomplishments in your interview but that you know how to create a detailed & professional business presentation – just as you will have to do on the job.

# Perhaps most importantly the person/people who interview you will not be able to convey EVERYTHING you have conveyed in your interview to someone else if they need to. So, this packet ensures that whomever else needs to weigh in on whether or not you get a call back or an offer will have all the information (in writing and looking very professional) that they need to know to make their decision on moving forward.

# **Style:**

# Use your Resume Style for everything you leave-behind! The same header, the same bullet type, the same font & type sizes: everything should mirror your resume style for cohesion and a professional presentation.

# **Content & Order:**

# Start with your Cover Letter & Resume – use the docs you already used to apply to the job

# 30-60-90 Day Strategy – this is the most important part of your packet (see template)

# Professional References – (see template)

# Any other items you can think of to include – suggestions below: (see template)

# Select Accomplishments

# MBA Projects

# Supplemental Questions

# **The Leave-Behind Packet can serve as Double Duty with your Follow Up after the interview:**

# After the in-person interview – leave this packet with them.

# IMMEDIATELY AFTER THE INTERVIEW – Write out & send your hand-written Thank You Card

# About one week later, if you haven’t heard back after sending your hand-written thank you card, then you can send an email reiterating and expressing your interest, and include ONE PDF of your entire Leave Behind Packet. (Hint: These can each be in their own Word Docs to format perfectly with proper footers, but then save each to a PDF, then Combine all the PDFs into 1 Attachment.)

# Entitle the attachment: “Your Name – Position Name – Strategic Plan & Supporting Docs - Date.pdf”