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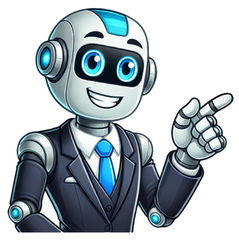

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You do not have to comply with the license for elements of the material in the public domain or where your use is permitted by an applicable exception or limitation . No warranties are given. The license may not give you all of the permissions necessary for your intended use. For example, other rights such as publicity, privacy, or moral rights may limit how you use the material. Ask the interviewer to quickly scan your letters of recommendation.GettySetting yourself apart from other candidates is essential if you're vying for a coveted position or if the competition is stiff because of the company's reputation. Letters of recommendation and references are effective, as long as they address your qualifications and the job requirements. You can always take your recommendations with you to an interview. However, you must show initiative to get the recruiter or hiring manager to give your recommendations serious consideration.A common recruitment and selection process that many employers use for finding the best candidate starts with an online application or cover letter and resume. A recruiter conducts the preliminary screening of application materials and contacts applicants who meet the position requirements. A telephone interview could be the first step, followed by one or two face-to-face interviews, ultimately leading to a final interview with the hiring manager. Once the employer extends a conditional job offer, the pre-employment steps begin. Pre-employment processes often include background and reference checking, criminal history reports and drug testing. When the hiring manager chooses you as the top candidate, the recruiter might call your references with basic questions about your work ethic, professional traits and performance.Article continues below this adIf your recommendations are from people known to the company, then by all means, mention them in your initial application. Don't wait until the interview to disclose your recommendations. Saying that you have a recommendation from someone inside the company can be the way to secure an interview. For example, in your cover letter, you could write, "I had the pleasure of meeting your IT director, John Smith, last week at the National IT conference in Las Vegas. Mr. Smith and I talked about the systems administrator position with ABC Tech and he suggested that I would be a good fit for your organization." Some people call this name-dropping, but if it's a legitimate recommendation and it gets your qualifications in front of the right person, both you and the organization can benefit from it.Generic letters of recommendation aren't as impressive as letters that are tailored to a specific job. Most of these letters simply repeat information listed on your resume and discussed during an interview. Therefore, don't attach letters of recommendation with your initial application materials. Instead, ask your recommenders to write a letter for a specific job that you want rather than a one-size-fits-all letter that won't do much good. If you want to take letters of recommendation to your interview, you will need to delicately steer the conversation to the subject of professional references. For example, you could say, "It looks like I'm a good fit for the organizational culture. I also have written recommendations that vouch for my job knowledge, skills and performance." Ideally, letters of recommendation should be written by former supervisors or colleagues with firsthand knowledge of your qualifications.Article continues below this adAn effective letter of recommendation is one that provides specific examples of your work skills and how they relate to the position you are applying for. It often carries more weight than three or four basic letters that simply say you're a good worker. Just make sure that you consider the person who is recommending you for the job. If it's someone within the company you've applied to, that's probably the best recommendation you can get. However, if the person is outside the company you've applied to, at least find someone in the same industry or profession. For example, suppose you have an interview for a charge nurse position. A letter of recommendation from your previous charge nurse detailing your leadership abilities is far better than a letter from your nursing preceptor who evaluated your clinical expertise. Company A's (accepted on Tuesday) job sounds pretty cool, but the day to day work is pretty unclear. Salary and city are very good, I am guaranteed to soon be making more than I was pre-layoff. Took some time, but 2 months after my first onsite interview I got the job. I was given a September 21 startdate. Company B emailed me Thursday, they want a phone interview Friday. I had applied for this job 4 months ago, and previously worked at Company B where I really enjoyed the work environment. City isn't as good as Company A's, no idea on salary, but the city is quite a bit more expensive. Job description is exactly what I want to do (will of course verify when I talk with them). My girlfriend, however, thinks that it is unethical to even talk to Company B..but my argument is that people who have jobs often interview elsewhere..what do you think? Take it. Keep your options open. Co. A might go bankrupt on September 20th. Who knows. And its normal to interview with another company while one's working, so you sure as hell can interview all you want when you aren't working at all. You gotta look out for yourself. I'd at least do the interview. People act like an interview's a one way transaction, with the company evaluating you. You're evaluating them just as much, and deciding if you like what they offer. It would take one hell of a enjoyment increase to abandon my bird in hand, but I would if it were really worth it. look out for yourself. Do the other interview. I send out resume once every couple of months, to test the job market now and then How is it unethical? Is it unethical to marry a woman and THEN find a better one, or do you go with the better one first? Is it unethical to be undecided between two jobs but take the first one you had just because you accepted first, despite knowing you don't want it, and then six months later after the company has invested time/money in you then you move? Jobs are like women if you're a man-whore. Go with the one you want now and that will help your pay and resume. Do not show loyalty unless you know it will be paid in kind and do what is best for you, just a your employer does what is best for him. I'm sorry your girlfriend is wrong and is not old and has not worked professionally long enough. Now it's hard to argue the right or wrongness of ethics or morality, but seriously, she is wrong. Interview with Company B. Tell them you already have an offer from A but that you love them more and can they show you the money? You may regret this otherwise if Company A sucks, or maybe company B sucks crap and they want to give you $4/hour and then you'll know you at least checked it out. Of course you should do it. No, no company gives a fuck about you and you're naive if you believe so. You have to look out for yourself. Using logic I can conclude with 86% certainty that the OP will never score a threesome with his current GF. However, I believe the OP would be silly to ignore the interview with the 2nd company. It's like playing the lottery with millions in the bank, you don't have anything to lose. Originally posted by: Platypus No, no company gives a fuck about you and you're naive if you believe so. You have to look out for yourself. this is truth. Originally posted by: Platypus No, no company gives a fuck about you and you're naive if you believe so. You have to look out for yourself. This. Go interview. No reason not to check out company B. Company A still has plenty of time to find a replacement if you change your mind. Go to the interview. Anything can happen with your fisrt job. There is nothing unethical about it. I hire lots of people and have had more than one turn down a job after accepting because they got a better offer. Not a problem for me at all, just move on teh the next candidate. Originally posted by: Platypus No, no company gives a fuck about you and you're naive if you believe so. You have to look out for yourself. Companies don't exist, they are just an idea. Some people inside companies do give a fuck, and I've seen the impact. My boss has shown huge loyalty to everyone on his team. Where layoffs were unavoidable (financial industry) he's leveraged his contacts to help people find jobs. Many people that were laid off back in 4Q '08 have been rehired. In return, we don't act like jackasses, and behave professionally when it's time to leave. Not everyone does this, some think it's funny to damage their laptops or other equipment or badmouth management on the way out. they not only do they not get any help, but they are pretty much blacklisted from returning OP, I would protect my reputation. That doesn't mean you shouldn't interview, but I would disclose to company B that you've already accepted an offer from company A, but that you are interviewing because of the great work experiance you've had there in the past. If you do decide to go back to company B, I would send a letter to company A explaining your decision and I would also call them. Fortunately for them, it's usually a little easier to find someone in a down economy. I would NOT disclose the offer from Company A, as blackjack recommends. WTF would you sabotage any possible chance with Company B? Even though the offer from A has been tendered and accepted, he isn't on their payroll...yet, and unless he's signed a contract, he's free to continue looking...and accepting offers elsewhere. IMO, take the interview with Company B. Interviewing does NOT mean you'll be offered a job, nor does it mean you'd accept any potential offer. You're just "window-shopping." Now if you like Company B's offer, then accept, but also at that time, you MIGHT consider telling them about the offer from Company B, and that you need to let them know you won't be accepting the offer. (IMO, that's "iffy.") look out for youself first... oh, and get a better gf while you're at it. let her read this. How is it unethical? I you had a job, wanted a change and took an interview elsewhere it would be the same thing! Originally posted by: Blackjack200 Originally posted by: Platypus No, no company gives a fuck about you and you're naive if you believe so. You have to look out for yourself. Companies don't exist, they are just an idea. Some people inside companies do give a fuck, and I've seen the impact. My boss has shown huge loyalty to everyone on his team. Where layoffs were unavoidable (financial industry) he's leveraged his contacts to help people find jobs. Many people that were laid off back in 4Q '08 have been rehired. In return, we don't act like jackasses, and behave professionally when it's time to leave. Not everyone does this, some think it's funny to damage their laptops or other equipment or badmouth management on the way out. they not only do they not get any help, but they are pretty much blacklisted from returning OP, I would protect my reputation. That doesn't mean you shouldn't interview, but I would disclose to company B that you've already accepted an offer from company A, but that you are interviewing because of the great work experiance you've had there in the past. If you do decide to go back to company B, I would send a letter to company A explaining your decision and I would also call them. Fortunately for them, it's usually a little easier to find someone in a down economy. That wasn't the company showing loyalty... that was your boss. People are completely different from companies. No, because a company will do the same thing back to you. A while back, I got a job offer from a company for a lot more than I had expected. I was surprised but happy. Some time before the start date, they changed their minds on some random BS reason. I'm guessing they interviewed more people and found someone taking less money or something like that. This company seemed okay when I interviewed and it was my first choice. Luckily, I had an even better offer at a relatively crappier company (the work I would be doing would be a lot less interesting) so I wasn't too unhappy but it still annoyed me that Company A will change their mind. Especially in this economy, keep all your options open. Company A might lose a few clients between now and your start date and might not be able to afford you. Or they interview more people and find a better candidate or any number of reasons that the company would rescind its offer. Until both of you sign on the dotted line when you come in for the first day, there's nothing wrong with more interviews. LoL I just did this! Company A gave me 2 offers (first one was revised to include some more $) and a few days later I got a call from company B to talk to interview with them on the phone. I only had a day or to accept company A's latest offer and pushing the day further out would have looked bad on my part because of the persistence I pushed with the revised offer. Anyway, I interviewed with Company B on the phone and decided to accept Company A's revised offer a day or so later. I did tell Company B that I had to respond within a week to company A so they just flew me out that weekend (after the phone interview) and I got a free trip for some R&R, a hyundai sonata, free meals, and saw my friends It all worked out in the end cause Company B just told me they were not gonna give me an offer, which actually works out better for me because I wouldn't have to reject their offer. Plus, they want me to keep them in mind for the future so there's always next time. I have an interview later today and was wondering if I should bring a letter of recommendation from my former employer. It is a very well written letter and I was wondering if I should bring it? Is it proper protocol to bring letters of rec to interviews? Tri I did... I dont see why it would be bad... you are there to sell yourself after all... Yes, be as shameless as possible. Originally posted by: Triforceofcourage I have an interview later today and was wondering if I should bring a letter of recommendation from my former employer. It is a very well written letter and I was wondering if I should bring it? Is it proper protocol to bring letters of rec to interviews? Tri Yes and no it depends on the level of job you are interviewing for. Have you been in contact with HR yet? Personally when I was starting out I would always bring a letter of recommendation to use almost as an ice breaker. HR is always a touchy part with most managers, I would always start out by saying something like "Hey ____(Insert name) I submitted this to HR but I know things can get lost in the shuffle or might not reach you so I wanted you to also have a copy of this recommendation that so and so wrote. He/She was my prior boss who I had an amazing relationship with and I am really looking forward to having that again". Just be a schmooze it helps.... Its pretty much an entry level position but the pay is going to be pretty good at 35k-40k. Sounds like it couldn't hurt to bring the letter of rec I'd bring it and pull it out only if you they ask for something like it. You know...just like if you were on a date with a hot chic. "Excuse me while I whip this out." In any interview, you should always bring a portfolio with a legal pad to take notes, multiple clean copies of your resume, your references, any letters of recommendation, and any professional certifications and awards you might have. At the conclusion of the interview, offer them to the interviewer. you should bring it, but give it to them only if they ask for references. and don't give them the original copy either just in case you'll need it for another job miss no opportunity to whore yourself out when trying to get a job! Reddit and its partners use cookies and similar technologies to provide you with a better experience. By accepting all cookies, you agree to our use of cookies to deliver and maintain our services and site, improve the quality of Reddit, personalize Reddit content and advertising, and measure the effectiveness of advertising. By rejecting non-essential cookies, Reddit may still use certain cookies to ensure the proper functionality of our platform. For more information, please see our Cookie Notice and our Privacy Policy. Reddit and its partners use cookies and similar technologies to provide you with a better experience. By accepting all cookies, you agree to our use of cookies to deliver and maintain our services and site, improve the quality of Reddit, personalize Reddit content and advertising, and measure the effectiveness of advertising. By rejecting non-essential cookies, Reddit may still use certain cookies to ensure the proper functionality of our platform. For more information, please see our Cookie Notice and our Privacy Policy. Imagine this... you arrive to your interview confident and excited. You sit across from the hiring manager and he or she says, “Oh, I don’t have a copy of your résumé. Do you have an extra one with you?” Only to realize, you didn’t bring any. Yikes! Being prepared with key documents can increase your chances for a successful interview. You’d be surprised how many times throughout my career I’ve gone on job interviews where hiring managers didn’t even have a copy of my résumé - or the application I had already submitted. This recently happened to a client and, thankfully, he had several extra résumé copies he’d printed and brought with him. Here is a list of the most important items you should bring to job interviews, because you never know what will happen or if you’ll be offered the job after your discussion: Copies of your résumé. I always recommend bringing four-five copies because you never know when things will go so well that the hiring manager will have you interview with others from the department or with the hiring manager’s boss. They might also ask you to leave one or two copies for HR personnel. It’s always best to have more copies than you’ll need. Copies of your reference list. Same here - bring four to five copies. Recommendation letters. You won’t need as many copies of these, but they make a great “leave behind” for the hiring manager to review after your interview. Let’s say you are going to bring three recommendation letters. Then make two sets to bring (and staple each set together) and leave the originals at home. Driver’s license. Your driver’s license is a picture identification document. You will most likely need this if you are offered the position and asked to fill out the HR paperwork after the interview. Social Security card. Bring either the card or your social security number with you in case you’re offered the job and asked to fill out the HR paperwork after the interview. Passport. This is another picture identification document you might need if you’re offered the position because some companies ask for two picture identification documents for verification purposes. Fact sheet. This document is for your own use. Create it ahead of time so you have it handy for filling out HR paperwork when receive a job offer. This document should list the names, addresses, telephone numbers and work dates for each job you’ve held. If you’re on LinkedIn, you could simply print your profile and hand write the company addresses and telephone numbers for each previous position. Many companies ask for this information as part of their new hire paperwork because it aids them in conducting background research before officially hiring a candidate. Portfolio of work. A portfolio is helpful for providing examples of your work, such as architecture designs, clothing designs, marketing promotions, advertisements, Six Sigma projects - whatever fits best for what the job will entail. Use a portfolio to help set yourself apart from other candidates and demonstrate the quality of your work to hiring managers. Paper and pen. Always, always, always bring a pen and notepad so you can take notes during the interview. Tip: Before writing anything down, ask the interviewer if it’s okay for you to take notes while you chat. Thank you note cards. Before going on interviews, make sure you’ve already purchased appropriate thank you cards. “Appropriate” means they look professional and will work well for the industry and company for which you’ll be interviewing. Don’t bring them to the interview, but have them ready to use as soon as you get home (or be prepared to send an email thank you note, if that's more appropriate for the company culture). Showing up for interviews with the appropriate documents will not only help you feel more prepared and confident, the bonus part is you’ll be ready to fill out the HR paperwork when you’ve been offered the job. Now go out there and get that dream job! You can do it! ~ Lisa Quast Speak up! Join me on Twitter and Facebook Photo credit: Microsoft Free Clip Art I am inspired to quiet my case down by MichaelD's quest to lower the decibel level of his case (I would be happy just to hear my HDs chirping), but I don't know where to start. Here are the relevant parts of my setup: Case: Fong-Kai FK-320ATX PSU: 300W Enhance 730 w/ stock fan Rear Intake Fan: 92mm Yale Loom w/ CPU shroud HSF/CPU: 60mm Sunon -> ThermalRight SK-6 -> T-bird 1.4 GPU: Radeon LE/7200 w/ stock fan Mobo: Epox 8K7A+ I do have an 80mm Sunon lying around that I think will fit in the PSU, and I want to spend as little as money as possible (who doesn't?). Any ideas? A quiet case is easy. First, don't use any additional fans, they're not necessary if you don't OC. Don't OC and use retail heatsink, motherboard with no northbridge cooler and a video card w/o fan. I have experienced that if you add at least one case fan the system becomes noisy, but that's just what I think. Sorry if couldn't help you. I taped carpet padding to the large panels inside my case. It helps some, but my HSF has got to GO! I do OC, and I will be installing a Thermaright AK7 with 80mm quiet fan. That should do it. The Panaflo 21dB case fans are very quiet. They keep my Athlon system plenty cool. JamesM [*]Replace all case fans, sk6 (put an 80mm) and PSU fan with 21db or less Panaflo or Pabst fans. Hey there, Here are my suggestions. YMMV. 1. If your mobo came w/a fan on the Northbridge, it's there for a reason; leave it alone 2. Running a GF3/GF4 card w/o a fan is asking for trouble. Yes, my GF3's HSF is NOISY! It's the noisiest thing in my case, right now, but it stays until I can get a quiet HSF for it. 3. Replacing the noisy fan in your PS with a quiet fan is easy, cheap and works very well. I replaced the ADDA fan in my PS with a Vantec Stealth fan. I have the new fan plugged into the same speed-controlled plug. Here's the diff though: I found that both the ADDA and the Vantec were spooled up to top speed by the PS within about 10 seconds of booting up anyway. Top speed of ADDA is 3,800 RPM. Top speed of Vantec is 2,100 RPM. Vantec is whisper-quiet, ADDA sounds like a vacuum. 'Nuff said there. 4. If your PS is the "two-fan" model, i.e. one regular exhaust fan, and one on the bottom of the PS, right over the PSU, leave both of those fans alone, and use the PS as the only exhaust fan for your case. In my server, I have one case fan: it's one of the Vantecs, and it's in the HD cage at the front of the case serving as an intake fan. Both of the exhaust fan holes are taped over with duct tape from the inside of the case. The only exhaust fan is the PS. Now the server makes a lot less noise...in fact the only sounds you hear are the air "whooshing" thru the front grill of the case, and the PS "whoosh" sound, which is n't that bad. You can hear the HDs ticking away. 5. If your PS only has one fan, like the one in my main rig does, I use a single exhaust fan right under the PS and one intake fan in the front HD cage.(credit goes to Insane3D for this idea. ). On my main rig, I went from a FOP32-1 with a 5,000rpm YSTEch fan to a Thermalright AX-7 with one of the Vantec stealths. Noise dropped by a MEASURED 4db on my main rig!!! Doesn't sound like much, but the subjective difference to me is astounding. Honestly, my cases are not "Dell Quiet", but they make (subjectively to me) 1/2 the noise they used to, use less fans and are jsut as stable as before. On my main rig, my before after temps speak for themselves. After 8 hours of Prime95 the only diff b/t before and after was that the CPU was 1C hotter than before. Case temp stayed the same going from four case fans + PS to two case fans + PS. Pretty good in my book. 1. If your mobo came w/a fan on the Northbridge, it's there for a reason; leave it alone I disagree. You can do just fine with a lapped chipset heatsink on any motherboard. The fans are more for asthetic purposes that functionality. Originally posted by: John 1. If your mobo came w/a fan on the Northbridge, it's there for a reason; leave it alone I disagree. You can do just fine with a lapped chipset heatsink on any motherboard. The fans are more for asthetic purposes that functionality. Hmm, okay, it you go thru the time of lapping it, using a quaility thermal epoxy like the one Arctic Silver makes, then, you can get away with it IF YOU AREN'T Ocing. Considering the fact it only take a couple of minutes to lap the small surface area, and attach it back to the motherboard, time is not an issue. It also takes time to replace fans in your psu and video card, right? The goal is to achieve a quiet case, and it takes time. You seem to make time the issue and it's not, noise is. Originally posted by: John Considering the fact it only take a couple of minutes to lap the small surface area, and attach it back to the motherboard, time is not an issue. It also takes time to replace fans in your psu and video card, right? The goal is to achieve a quiet case, and it takes time. You seem to make time the issue and it's not, noise is. You're not playing fair...I haven't had any coffee yet. You are correct though; it's all about the end result: quiet. Hmm..well i'm running an old KT133 setup, my mobo came with a north bridge fan + hs, and i took the fan off. No stability problems here, although it helps because my sk6 vents over the north bridge hs, which even though the air is hot, helps at least, since the air is moving, and then immediately gets sucked out of my rear 92mm fan. I would definitely keep a rear case fan, even though you may not be oc'ing. stifling the hsf inside a case is no good, the hot air will just keep building up until you crash or fry. My 400watts SParkle PSU makes more noise than any component in my system except for my speakers. loose all the case fans, get AX-7 + silencer + as3 if hd noise is a prob, get a seagate 'cuda IV!!!! oh yeah, I'm sure you can get rid of the radeon fan if you're not overclocking, that should cure some of the high-pitched wine Why would you want to make your case "Dell quiet"? My school is replacing all the old computers with Dell's and one of my main complaints about them is I can't tell when the damn things are on. Every time I go to work on one I have to either look at the LED or put my hand behind the case to feel for the air blowing. Personally, I like my computers to make a little bit of noise. Whatever you do, do not tape mouse pads to your case The easiest thing to do is to replace your CPU fan, as it is probably the biggest source of noise. What's the model of the fan? Also, buy Panaflo fans and run them at 7v (using the 7v trick), or just run your existing fans (except for the CPU fan) this way. Also, you can replace the PSU fan - in my Enermax 465 VE(FC) PSU, the 92mm fan REALLY REALLY SUCKED! It drowned the noise from 3 cooling fans and the CPU cooler. well i certainly did not want my case to be completely silent because i actually like to know when it is ON and working!! But here's what i did to get a relatively quiet system. I replaced all case fans with 1 80mm panaflo intake fan and two 80mm panaflo exhaust fans. My HSF is the stock intel one and it is pretty quiet. I left the powersupply fan alone because it is speed controlled and pretty quiet, it's the antec 300 watt fan. Also, i find that my evga gf4 fan is not loud at all, i think evga got it right to include a fan that wasn't whiny or highpitched at all. The loudest thing by far is my ibm DEATHSTAR hd, which is soon to be replaced by a seagate barracuda IV. 1. get 2 p/s's: 1 for MB, 1 for rest. 2. take fans OUT. 3. use both. quiet 4. u can even pelt the puppy Originally posted by: daddy-o Buy a Dell? LOL! Or, you can use under/sub powered components that don't heat up so much, and be happy with a slower but quieter system. Otherwise, top of the line stuff will heat up too much for fanless cases. Otherwise, top of the line stuff will heat up too much for fanless cases False, misinformation, common misconception, myth. Running the following system fanless. Only the fans in the whisper power supply. Using ASUS Q-fan to lower the speed of the CPU fan. P4 1.6a@2.13 512MB DDR400@400 GeForce 4 ti4400 Audigy Platinum TWO Maxtor 80Gb 7200rpm HDD Fluid Bearing 40x Lite-on burner Enermax Whisper power supply All of that high end gear with no case fans. Hmmmmm....people seem OBSESSED with keeping their case temps to a level that would be comfortable to humans but PC components can handle it. I don't regularly monitor the temps on this system because it's completely irrelevant. It runs rock solid and has NEVER crashed. Passes prime 95 for 24 hours so it's golden. If you think you can't fun a system like that then you're crazy and buy into the enthusiast cooling fetish way too much. When do you give an interviewer a letter of recommendation? At the beginning, end, middle? I would print 3 copies and say all of the above. At the beginning. Walk in, slam the letter down onto their desk with one hand, and attach it there by stabbing your kabar as forcefully as you can through the letter and into the top of their desk. It'll let the interviewer know you're a take-charge sort of individual. Real management material. Edit: don't forget to stare them in the eyes through the whole process. I would give it when you give him a copy of your resume during the interview. If its a letter that will help define your accomplishments and it shares skills that are pertinent to the job you are interviewing for, give it in the beginning. Originally posted by: classy I would give it when you give him a copy of your resume during the interview. If its a letter that will help define your accomplishments and it shares skills that are pertinent to the job you are interviewing for, give it in the beginning. what if they have a copy of your resume already? just give it to them at the beginning anyway? Originally posted by: rivan At the beginning. Walk in, slam the letter down onto their with one hand, and attach it there by stabbing your kabar as forcefully as you can through the letter and into the top of their desk. It'll let the interviewer know you're a take-charge sort of individual. Real management material. Edit: don't forget to stare them in the eyes through the whole process. You need to make sure his hand is between letter and desk. He'll understand you are 100% serious about everything. He should have it right from the start. Originally posted by: pontifex Originally posted by: classy I would give it when you give him a copy of your resume during the interview. If its a letter that will help define your accomplishments and it shares skills that are pertinent to the job you are interviewing for, give it in the beginning. what if they have a copy of your resume already? just give it to them at the beginning anyway? I do. Along with giving a copy to anybody I interviewed with. It's like your giving them a product page - Here's what you get if you buy today! Along with your letter of recommendation as well and a reference list. Originally posted by: pontifex Originally posted by: classy I would give it when you give him a copy of your resume during the interview. If its a letter that will help define your accomplishments and it shares skills that are pertinent to the job you are interviewing for, give it in the beginning. what if they have a copy of your resume already? just give it to them at the beginning anyway? You should always give a copy of your resume at your interview, even it hasn't changed. Don't go to an interview without a fresh copy of your resume. You should have multiple copies to be honest. You don't know who you will end up talking to and they may not be up to speed with your skills. You should give that in the beginning along with the letter of reccomendation. Stress the letter if it makes you look good for the job your interviewing for. If it has no bearing, then bring it casually but don't over do it. I'm writing a letter to a 2nd Lt. Do I actually write out "2nd Lt. NAME" or do 2nd and 1st Lieutenants just get grouped as "Lt. NAME"? (I've never heard someone actually referred to as 1st Lt or 2nd Lt, so I didn't know if it was commonplace to disregard the degree part.) You need to write out the 2nd too, or he's gonna be really pissed and drive out and kick your ass. It matters a lot. Originally posted by: tangent1138 I'm writing a letter to a 2nd Lt. Do I actually write out "2nd Lt. NAME" or do 2nd and 1st Lieutenants just get grouped as "Lt. NAME"? (I've never heard someone actually referred to as 1st Lt or 2nd Lt, so I didn't know if it was commonplace to disregard the degree part.) I think it may depend on how formal you are being. If it is a very formal letter, I believe you need to put it all in there. It also depends on familiarity. Better safe than sorry. In writing, I think the distinction is ussually made, but generally not when addressing them in person, on the phone, etc. It's a formal letter, so you need to address it as Sir or 2LT _____. It's also the same with NCO's...for example, writing a letter to SFC Smith, but you can call him Sergeant Smith. -=bmacd=- edit: They earned their rank, and if they ever introduce themselves to you, they will say, "my name is 2nd Lieutenant Smith", not just "lieutenant smith" hope this helps -=bmacd=- Since a 1st Lt. is what we commonly think of when we see Lieutanant written, and since a 1st Lt. outranks a 2nd Lt., wouldn't it be more flattering if you just write Lt.? Originally posted by: tangent1138 I'm writing a letter to a 2nd Lt. Do I actually write out "2nd Lt. NAME" or do 2nd and 1st Lieutenants just get grouped as "Lt. NAME"? (I've never heard someone actually referred to as 1st Lt or 2nd Lt, so I didn't know if it was commonplace to disregard the degree part.) In a letter, 2LT Lastname. In person, Lieutenant Lastname regardless of whether they're a first or second lieutenant. Personally, I'd just call them "Frank" or whatever their first name happens to be... Actually I believe the custom is to use the greeting: "Dear Lieutenant Jones." You can leave off the 2nd in the greeting, but you should use in in the address that's included at the top of the letter, so it would read: 2Lt Jack Jones 72 ABW/CCS 7460 Arnold St Tinker AFB OK 73145 That's the way I've always seen it handled, and I was in the AF for six years and wrote and received hundreds, perhaps thousands of letters. Originally posted by: yllus Since a 1st Lt. is what we commonly think of when we see Lieutanant written, and since a 1st Lt. outranks a 2nd Lt., wouldn't it be more flattering if you just write Lt.? It might be what YOU commonly think of. Not entirely sure about writing a letter, I would imagine you'd write out their full rank, 2nd Lieutenant Jones, for example. Probably with a colon after that, instead of a comma, depending on how formal you are. In speach though, ever rank has multiple terms of address. A 2nd Lieutenant can be addressed as simply 'Lieutenant' or 'Second Lieutenant'. Dear Butter Bar When you address the envelope use 2nd LT when talking to him you would call him LT. Second Lt "Name" or he will seriously kick your ass Originally posted by: DonVito Actually I believe the custom is to use the greeting: "Dear Lieutenant Jones." You can leave off the 2nd in the greeting, but you should use in in the address that's included at the top of the letter, so it would read: 2Lt Jack Jones 72 ABW/CCS 7460 Arnold St Tinker AFB OK 73145 That's the way I've always seen it handled, and I was in the AF for six years and wrote and received hundreds, perhaps thousands of letters. Okay, you are the lucky beneficiary of the fact that I'm not busy at work. The official Air Force style manual says I'm right, at page 174. This rule may vary for the other services, but I can't imagine it would vary much. Originally posted by: yellowfiero Ask Tall Bill. No offense to TB, but I can't imagine that as an MP he writes a lot of official letters. I wrote at least 1 or 2 a day for six years. Letters are formal communication, because of that, you should include full title. Another vote for 'Butter Bar', although 'Second Louie', or 'Louie the Deuce' will suffice.