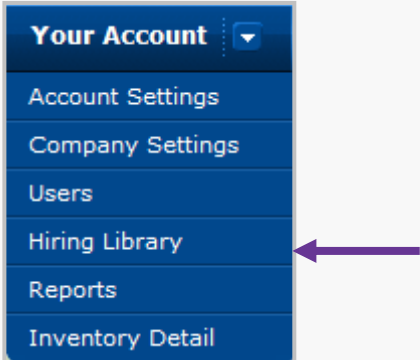
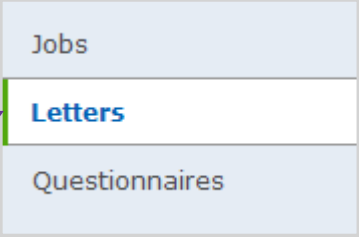

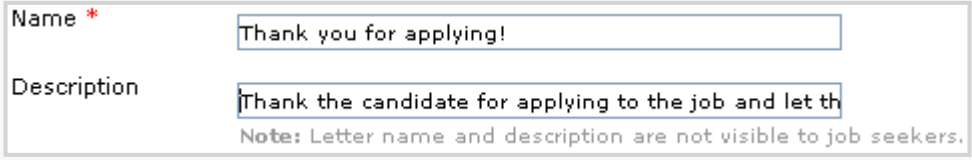



CREATE A LETTER

Step-by-Step Actions

Example of when to use:

There are many reasons you may want to create letters in your hiring library. A letter attached to a job posting is a great way of automatically thanking candidates for applying to a job. You may also want to use the letter functionality in Monster to schedule an interview with a candidate or to follow-up with after an interview.

1.	<p>Place the mouse over the “Your Account” tab, and then click on “Hiring Library”.</p> 
2.	<p>Select “Letters” from the left column.</p> 
3.	<p>To create a new letter, click .</p> <p>Note that in Monster, “letter” means “email”.</p>
4.	<p>Enter the “Name” and “Description” of your letter.</p> <p>The Name reflects the purpose of the letter.</p> <p>The Description reflects the content of the letter.</p> <p>Candidates will not see the Name and Description.</p> 
5.	<p>Enter the “Subject” of your letter.</p> <p> Thank you for applying!</p> <p>Candidates will see the Subject text.</p>

* indicates a **REQUIRED** field, one that you must complete.

 indicates that HELP information is available. Simply click on the question mark to review the information, in a separate pop-up window.

CREATE A LETTER

Step-by-Step Actions

6. Enter your message in the Body section of the form by either:

- Typing all of the text

OR

- Using SmartFields

Body * [Preview letter](#)

SmartFields

Dear [firstname] [lastname],

We recently received your correspondence indicating an interest in the position of [job title]. We want to thank you for taking the time to send us information about yourself, and we want to assure you that your application will be considered very carefully.

If your qualifications match our needs, you will hear from us by phone or by email to schedule an interview. Thank you again for your interest.

Sincerely,
[my-firstname] [my-lastname]

Mark letter as private. (not accessible to other users) [Preview letter](#)

If you would like to review the letter before sending it, click on **“Preview Letter”**.

If you would like to mark the letter so that other users in your company can not access it, check the box to the left of **“Mark letter as Private”**.

SmartFields insert specific data from the Job Seeker’s profile. An example of SmartFields is [Recipient’s first name]. It enables you to use the same letter for multiple users and personalize it for each user at the same time. SmartField tags include:

- [Date]
- [Sender’s first name]
- [Sender’s last name]
- [Sender’s email address]
- [Recipient’s first name]
- [Recipient’s last name]
- [Recipient’s email address]
- [Job title from job posting]
- [Job seeker’s unique resume identifier]

7. Click **Save** to save your letter in the **“Hiring Library”**. Refer to the job aid titled “Managing Letters” to learn more about what you can do with a letter from the Hiring Library.