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## Always Remember to Say "Thanks"

In a competitive job market, you just cannot afford to lose that position you seek on account of one wrong action. This could be as little as forgetting to or opting not to send a thank-you note post your employment interview to the interviewer.

Remember that a thank-you note is an opportunity for you to leave a lasting, positive impression on a hiring manager who shall remember you amongst many candidates interviewed.

### Tips for writing a positive thank-you note

Do keep it formal and avoid using mobile phones or PDAs to deliver a speedy thank-you note to the hiring manager – in "text speak." Using informal language is a strict no-no, so be professional and don't sound routine but seem to be really valuing the opportunity. So, instead, opt to send an e-mail message to thank the interviewer within 24 hours of the interview.

**Be precise:** In your note, include the topics from the conversation you had during the interview. For instance, if a prospective employer emphasized that the open position requires for knowledge of a software program, use the thank-you letter as a chance to reminisce the person that you've worked with the application on a variety of projects.

**Repeat yourself:** Its fine if much of what you inculcate in your thank-you note be repetitive, just remember that a hiring manager having interviewed multiple candidates may not memoir all the specifics about your skills and experience. So, just a little repetition is required to differentiate you from the competition.

**Build it personal:** If you came to know that the hiring manager is fond of the same passion as yours for travel or mystery books, referring to this you can make your letter even more effective by focusing on the little details as well.

**Calm the concerns:** A thank-note is your opportunity to address any concerns the hiring manger expressed, particularly when if you couldn't address that in the interview. Maybe the interviewer doubted your lack of industry experience. You can detail in your note, a few points regarding the experience you had even if of a short duration that added to your knowledge or interest in the field.

**Increase your frequency:** Having interviewed with more than one hiring manager requires a thank-you note to every manager. Address every letter to a particular manager, with some research



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to perfect the letters' of someone's name or to avail his or her contact information.

**Add an extra:** Maybe during the interview you cited an article that you just read that's pertinent to the firm's business. So, place it with your note, accompanied with a brief explanation of why you assume your contact may get an interest in the information. This will make you more unforgettable by demonstrating that you've gone beyond the basics.

Lastly, also consider that this thank-you communication also needs to go beyond employment interview. So, thanking with a short letter of thanks to a contact that granted you with a job lead, a previous colleague who acted as a reference, is important.

This will help you to get a sustained helping hand in future and would also provide you with an opportunity to return the favor.