

Make a High-Impact Impression: Send a Thank-You Note

By Robert Half/Accountemps

Taking the time after an interview to create a personalized note of gratitude to a prospective employer is thoughtful and professional. It also can be a factor in whether you're hired. Seventy-six per cent of executives polled by Robert Half International said sending a thank-you note following an interview can boost a job seeker's chances of landing the position.

If possible, send a thank-you note on the same day as your interview. You want your letter to arrive while the interview experience – and your face and name – are still fresh in the hiring manager's mind. Emailed thank-you notes, sent within 24 hours of the meeting, are acceptable, but should be followed up with a typed or handwritten note mailed within a few days.

Make sure the email and hard copy versions of your letters have different content – for example, in one you could reference something specific discussed in the interview, and in the other, reiterate an important aspect of your work experience.

Keep thank-you notes brief. Many professionals type their letters to maintain a more "businesslike" feel to their correspondence. But a handwritten note may be appropriate if you sense a more personalized approach will be well received, and you have confidence in your penmanship.

In either case, create your letter on quality stationery, use the full and correct name and title for the recipient, and ensure your note is grammatically correct and free of typos. (Asking someone to review your letter can help you avoid careless mistakes.) The last touch: your signature. If you know the person you interviewed with well, use your first name. Otherwise, sign your full name.

Even though a thank-you note provides a valuable post-interview opportunity to underscore your enthusiasm for the position and re-highlight your strengths, hiring managers surveyed by Robert Half estimate that four out of five applicants (80 per cent) fail to send them. Stand out from the crowd: By sending a note of gratitude, you'll show a potential employer that you're the type of professional who puts forth extra effort to do something well.

Accountemps is the world's first and largest temporary staffing service specializing in the placement of accounting, finance and bookkeeping professionals. The company has more than 350 offices worldwide and offers online job search services at www.accountemps.com.