

Sealing the Deal: Thank You Notes Can Land You the Job

Thank you letters are a vitally important, yet often overlooked, part of the job interview process. In my experience running a staffing firm, clients enjoy receiving thank you letters since it shows them your enthusiasm and writing skills.

Here are some helpful hints for your letter:

View the letter as another selling tool. It should reiterate your qualifications, express your desire for the job, and highlight qualities not addressed in the interview.

Proofread and proofread again. Errors are the fastest way to disqualify you from consideration.

In today's high-tech world, it is acceptable to send thank you notes via email. This might be the preferred way especially if you know the company wants to fill the position quickly.

Remember, a well-written resume gets you in the door; a good interview sells you to the employer; and a thank you note can seal the deal in landing the job.

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Adam Personnel is a full service staffing firm offering permanent and temporary job opportunities. We put talented applicants in touch with actively hiring employers.

Adam Personnel has been helping Employers from many different industries attract and retain qualified job applicants since 1979.

Adam Personnel knows your industry, from accounting to fashion to IT to sports. Our network of talented applicants is second to none. Employers and applicants alike know they can rely on Adam for wide-ranging experience, comprehensive service, and concerned support. And Adam keeps pace with the ever-changing world of work.

