

## Job Interviews: One Way to Outshine Competitors

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### *Manners Give Job Applicants a Competitive Advantage*



You know the old saying that common courtesy goes a long way?

Well, it's true - especially when it comes to **finding a legal job**.

Think about this: When was the last time you wrote a handwritten thank you note or even a thank-you email to a prospective employer?

If you can't answer the question - you're not alone. Many legal recruiters sadly report that out of the thousands of applications they get, only a handful of people will actually take the time to send a thank you note for their assistance in the job search process.

Today, sending a thank you gives job applicants a **COMPETITIVE ADVANTAGE**. It is so rare that **manners differentiate** an applicant from the rest of the group. Furthermore, many partners say that manners practiced inside a firm reveal a lot about how an associate might be treating clients.

Still not convinced about the benefits of manners? Here's what else a simple thank you can do for you.

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- **Strengthens relationships with clients and colleagues.**
- **Shows that you value appreciation.**
- **Motivates others around you to engage in similar behavior.**
- **Puts your professionalism in a positive light.**

**Timing is important.** When you say thank you, **do it within 48 hours of receiving assistance.** And, if you're late, take the time to still send a note. It's better to say thank you than to say nothing at all!

Thank-you notes via email are adequate, but **handwritten cards STAND OUT!** They show that you are warm, personal and sincere. And, more importantly, they show that you actually took the time to sit down and hand-write a letter and stick it in the mailbox.

If you're in the legal job market, or thinking about entering it, **don't underestimate the power of saying thank you.** Even though finding a job is generally based on experience and performance, how an applicant interacts with others is never overlooked.

**Manners do make a difference to your success!**

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