

Technology and Your Job Search



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Technology is one of the most prevalent methods in job searching and in corresponding with employers. Because of this, learning how to use technology appropriately in your job search is important.

Email

Make Your Email Work for You

The email address that you list on your resume should be professional. Using your name (e.g., j.doe@email.com) is not only professional, but allows the employer to view your name during every email contact. The employer will remember you more easily by seeing your name, rather than a pseudonym.

u shud hire me b/c...

When writing email, or any other correspondence, to prospective employers, do not use the abbreviations, misspellings, or emoticons that you may use in quick emails or text messages to friends. Employers are expecting you to be professional and to be able to represent their company well. This means your writing must not look like a text message, but like a professional letter. Slowing down and proof-reading your communication is vital. Any applicant who doesn't correctly spell, punctuate, and capitalize writing will be disregarded by the prospective employer.

Signing Off

Avoid inserting personal, religious, or political information into your email signature. Do not include slogans or quotes after your signature. Signatures should include contact information only.

Cell Phones and Voicemail

When to Pick Up

Many job seekers have replaced home phones in favor of cell phones. When speaking to an employer, you should have your resume, cover letter, pen, paper, and other job search materials with you. If you do not have these materials with you, you should carefully screen your phone calls. Do not answer unrecognized or known employers' numbers until you have your job search materials available. Also, avoid answering calls from these numbers when you are in your car or in a noisy or distracting environment.

Voicemail Professionalism

Voicemail messages, either on your home or cell phone, should always be professional and clear. The following is an example of a professional voicemail message:

You have reached John Doe. I'm not available at the moment. Please leave your name, number, and a message and I will return your call as soon as possible.

Voicemail messages should not include music, jokes, or inappropriate language. If family members or roommates will be answering your phone, make sure that they take a suitable message with the caller's name, company, telephone number, and any

additional information given. Furthermore, remove any personalized ring-back tones. Music or audio choice is subjective and your selection of ring-back tone could be offensive to an employer.

Social Networking Sites

Another Way to Connect

Social networking sites like Facebook and MySpace can be tools in your job search. Many employers post information about their company and answer interested parties' questions through these sites. Some sites, like LinkedIn, are designed to provide professional networking opportunities. Employers are now targeting these sites to recruit employees. You can utilize your page to showcase your professional skills and activities, but you must be extremely cautious with the type of information that you are posting on these sites.

Somebody's Watching

Although social networking sites like Facebook and MySpace are commonly used for students to communicate with their friends and family, many employers are now reading prospective employees' social networking pages. Contrary to popular belief, your conversations and personal information on these sites are accessible to employers. They can and, oftentimes, will read this information. Employers believe that your online activity could reflect upon their company's reputation. Inappropriate pictures, language, or discussions of illegal or unprofessional activities may result in an employer disregarding a prospective employee.

It is difficult to control content that your friends may post on your social networking page or content linked to you that they have on their pages. Because of this, consider suspending your usage of these sites or blocking others from commenting on or viewing your page during your job search. Strongly encourage anyone with photos or other content that you would not want seen to remove this information. Various privacy options are available that allow you to select who may view your page.

Blogs

Blogs may also be viewed by employers during the hiring process. Discussion of unprofessional or illegal activities and any inappropriate language should be removed from your blog. Do not blog about difficulties or personal conflicts at your past or current places of employment. This reflects poorly on your ability to interact with your co-workers and supervisors, regardless of the cause of the conflict.

Google Yourself

One way to ensure that you've removed or blocked content from the internet that you would not want an employer to view is to enter your name into a Google (or other engine) search. Doing this search will help to locate unsuitable content that you may have overlooked.