



## Job Search Basics

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# When seeking a job . . .

- Use a professionally worded e-mail address for correspondence. Think of it as an Internet equivalent to wearing “business professional” for an interview.
- Be polite and professional when answering phone calls from numbers you don’t recognize—it may be someone calling with a job opportunity.
- To ensure job opening notifications reach you, make sure your e-mail account does not have a spam filter that blocks e-mails from unknown senders.
- When leaving a message for a potential employer or recruiting agency, include both your name and your phone number in the message. State the number slowly or repeat it.
- If you see a missed call on your cell phone from an unfamiliar number, it is best to listen to the message the caller left before trying to return the call. Knowing who called you and why will put you in a better position for a professional conversation when you call back the potential employer.
- Have a voicemail/answering machine set up for the contact number you provide on your resume. Make sure your name is included on the message so when potential employers call they will know they have reached the right number.
- If someone calls you to discuss a job possibility, refrain from asking how much the job pays for the first question.
- If the contact number on your resume is for a cell phone, ensure that your call tone and voicemail greeting are appropriate for professional calls. This is one more small way to make a good first impression on potential employers.