

# Job Search Email Etiquette

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Email is an important part of your job search. You can distinguish yourself from the "e-illiterate" by paying careful attention to your electronic communications.

Here are a few guidelines to emailing recruiters and potential employers.

1. Include your name and telephone number at the end of the email message. It's amazing how many people do not include their names, and I can't always remember whose email address is "bs247@hotmail.com" This kind of oversight creates the impression that you may not think ahead.
2. Spell-check is a good thing.
3. DO NOT call your resume file "Resume.doc" or anything else except something including your name. (JDoe2001.doc) Employers or recruiters already have a "Resume.doc" file, trust me. Yes, they could change the name on your file, but it creates the impression that you do not think ahead.
4. If you really need an immediate response to an urgent question, ("I need directions to my interview this afternoon...") *pick up the phone and call*. It may be faster/easier for the person to retrieve a voice message, especially when off-site.
5. It's still best to type or handwrite a thank-you note after an interview. Exceptions: when the second interview is going to happen before snail-mail would be delivered; when you know that the interviewer is going to be on the road and would not get your mailed thank-you for a while; or when the interviewer is a highly wired type who may pay more attention to email. You may send a snail-mailed note, as well.
6. It is SO RUDE to send a virus infected resume. If you do not have updated anti-virus software, get a free hotmail account and send your resume to yourself there, so it will be automatically virus-scanned when you download it.
7. Your resume should be in either a recent MS Word version or in RTF format. MS Works or older Word versions may not be readable by a prospective employer. If you have older software, either use RTF, or get a friend with a newer Word version to update your resume on a disc for you. Do not use MS Works or any other software unless you know for sure that it will be readable by your recipient. PDF files are readable by most, but some companies do not have PDF software and may not permit users to download free readers.
8. Please do not send Internet jokes (especially potentially offensive items), virus-warnings, dancing electronic elves, or (worst of all) heart-rending chain letters (which threaten to curse the recipient if not forwarded within 10 minutes to at least 12 other people) to prospective employers or recruiters. Personally, I enjoy the occasional truly clever and clean tidbit from people whom I know, but I have to wonder about folks who have the time to clog my inbox with 5 or 6 things at once.
9. Hyperlink your email address on your resume, under your street address and phone numbers.
10. Check your email at least daily, and respond promptly to messages. Again, you should make a phone call if an immediate response is needed.
11. If you email your resume out late at night, check the next day to see if it bounced. Sometimes a company server may be down for maintenance in the wee hours, and you'll want to resend it later.