

Alumni Consulting Group

IT Consulting – Contract to Hire – Direct Placement

Quick and Easy Job Hunting Tips

There are a few measures you can take in the job hunting process to help navigate the crowded jumble of job seekers.

- Create a new email account specifically for job hunting. There are a couple of reasons for this. First, perhaps your personal email address is something other than a simple, professional address. For example, if your email address is hotmama@xyzdomain.com, you should pick something else. Try using your first and last name and a few numbers. You don't want a hiring manager to have a bias before they even view your resume. Secondly, having a dedicated job hunting email account will help you stay organized. All your job search correspondence will be in one place rather than mixed in with your personal emails.
- Don't use your personal website/domain for your email address. In fact, don't publicize your personal website to hiring managers at all. You have no idea what the views of different hiring managers are, and if you have a website where you espouse your beliefs, you are risking offending a hiring manager.
- Clean up your social networking accounts. Employers check Facebook, Twitter, MySpace, etc. for candidate information. If you have posted less than flattering pictures, take them down, at least until you get your new job.
- Make sure the outgoing message on your voice mail is professional. Stick to the basic message and stay away from funny/cute/creative voice mail greetings. In addition, cancel your ring back tones as well. Again, you are trying to keep the recruiter or hiring manager from having any sort of bias against you. You can always change your voice mail back or add back that ring back tone after you get a job.