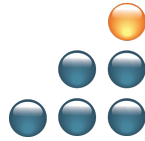Career Tools

Shownotes

Resume Workbook Sample

Email

Most recruitment communication is now conducted via email. Use an email address which is close to your name and surname. The likelihood of an address being correctly typed is increased the nearer the address is to a recognizable word or name. Addresses with more than two numerals or symbols are also likely to be mistyped.

<div align="center">

These Are Wrong

Jo11456@hotmail.com

1g144o033@blueyongder.com

cgehr@msn.com

Peter_&%D@yahoo.com

</div>

<div align="center">
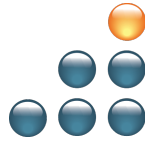
These Are Right

Johnsmith@gmail.com

JamesMWhite@yahoo.co.uk

CaseyL@msn.com

</div>

Do not use an address which could give a negative impression: for example, fridaysareonlygoodfordrinking.com or mygolfisbad@yahoo.com. We also recommend you check your spam filters regularly as emails from recruiters with attachments often bounce or go into spam.

Microsoft Office automatically colors email addresses in blue on Word documents. This does not print well on most office printers when printed in black and white. Recolor the email address in black.

No Linkedin/Website/Facebook

Do not include your Linkedin profile address on your resume. This encourages *the reader to leave the information over which you have control and have fine-tuned to meet a particular vacancy's requirements, to go to a website which may have changed the way it displays your information, is not focused on this hiring manager and vacancy or may not even be working.* In addition, most resumes are still printed to be read, so website links are redundant.

Do not include your website address unless it is very specifically relevant to the vacancy. Your family website with photos of your family's outings is lovely, *but not relevant*. Your demonstration of website design may be relevant, but will be included in a portfolio rather than on your resume. This is true for any role where a demonstration of skills is normal such as design or art.

Do not include your Facebook address. Your Facebook page is personal. It's not appropriate for your professional self. Further, even if your personal page is clear of any potential negatives, your friends' may not be. There is far too much to go wrong when you encourage your potential employer to look at your Facebook page. Don't do it.