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# Right voicemail, emails can lead to job search success

**J**ob search success, in many situations, is all in the details. That is one of the reasons it is so important to have a professional and appropriate voicemail message and email address during this process. A voicemail message that greets the recruiter, human resources professional or hiring manager with music followed by an offbeat, cutesy or otherwise inappropriate and unprofessional message will definitely negatively impact your chances for securing an interview. The same goes for your email address. SassySally@gmail.com or JazzyJerry@gmail.com may work for friends and relatives, but not on your résumé, cover letter or other employment-related documents. Reflections of a positive first impression? Unfortunately the answer is no. And with many potential employers, you will have lost a job opportunity.

Here are a few tips for voicemail greetings and email addresses when looking for a job.

## Voicemail greeting

When conducting a job search, it's a good idea to provide your cell phone number rather than a home number or contact number. That way you can be assured only you will be answering your phone or the voicemail will be the professional one you have created.

If you recently purchased a new cell phone, make sure you set up your voicemail immediately. You would not want a potential employer to call

you and receive the message: "The person you have reached has not yet set up his voicemail inbox."

Stay abreast of the status of your voicemail inbox. A full mailbox message received by a potential employer can also cause you to lose an interview opportunity.

When recording your message, speak clearly and enthusiastically. You want your voice tone to sound professional and friendly to project a positive vocal and visual image.

Your greeting should be concise. No one wants to listen to a long-winded message.

You should include your name and the fact you are unable to answer the phone. Ask the caller to leave his name, number and message; then say you will get back to him as quickly as you can.

Script your greeting, and practice it several times. This will assist in the overall smooth flow of words. An additional tip that may sound silly yet actually works: stand when recording the message. Your voice will come across more powerful and influencing. Of course, smile when you speak so you sound enthusiastic and approachable as well.

Record your message in a quiet area. Here is a sample message to consider: "Hello, this is Deb Elliott. I'm sorry I missed your call. So please leave your name, number and a message, and I'll get back to you as quickly as I can. Thank you. Goodbye."

First impressions count. Keep in

mind a great voicemail message can give you a competitive edge and set you apart from others in the job search.

## Email address

In every aspect of the job search, you should be about creating a positive first impression and so it goes with your email address.

Create a new email address to use specifically for your job search. That way you will know immediately when you have received a job-related email message.

You want to make it easy for employers to contact you, so consider setting up an address that includes your first and last name, first and middle initial with your last name, or some combination of the two along with a couple of numbers. Avoid using any numbers that reveal too much personal information, such as your birthday.

Avoid confusing or complicated email addresses, such as ones with a long string of letters and numbers. I also suggest you avoid the use of the underscore. This can be difficult to read at times and possibly cause errors when employers are trying to contact you.

In your job search, every message you send needs to be positive. The way you present yourself in all facets of the process can greatly enhance your chances of getting the job.

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