

# Job Search Tips

## Phone Basics

- Be polite and professional when answering phone calls, especially from unknown numbers
- When leaving a message for a potential employer, include your full name and your phone number in the message.
- If you see a missed call on your cell phone, it is best to listen to voicemail first, before returning the call.
- Set up a professional voicemail greeting that includes your full name.

## Email Basics

- Use a professional email address for all job search correspondence
- Check your email's junk folder periodically to ensure you are not missing any important correspondence
- Include all pertinent contact information when responding to job posting via email

## Job Search Tools

- Set up a LinkedIn account, often this is a passive way for employers and recruiters to contact you
- Use job boards these will include, Monster, CareerBuilder, Craigslist and Indeed
- Network with friends and acquaintances and make sure they know you are open to new job opportunities
- Consider joining a professional networking group in your field
- Read the newspaper and visit company websites to keep an eye on what companies are hiring