

7 Mistakes First Time Job Seekers Make

1. Unprofessional initial contact — You always want to make a great first impression. [...] By email, fax, or mail, address the hiring manager by name, and proofread ¹to make sure you didn't make any careless mistakes in spelling or punctuation. Always include a well thought out cover letter with your resume that is designed for the specific job you are seeking.

By telephone be sure there is no noise in your background. [...] Be sure to speak in a professional manner using please, and thank you.

2. Missing the interview without calling to cancel — [...] If you can't make a previously scheduled interview, even if it is because you have already found a new job, let the company know. You never know when you may need to apply to that company in the future, and you do not want to have burned a bridge.

3. Dressing unprofessionally — For an interview you want to look your best. Your hair should be neat, not overly styled. You should wear professional clothing, preferably a suit. [...]

4. Bringing friends or family to an interview — [...] This is not the doctor's office, or even the admissions office at school. Bringing people with you to your job interview looks really bad to your potential employer. If you are incapable of completing an interview without someone holding your hand, how can you go to a job each day on your own and perform well?

5. Being unprepared — When you go in for an interview it is important that you bring a current copy of your resume with you, and at least 3 references. [...]

Also, you want to research the company so that you are informed. When the interviewer asks, "Do you have any questions for me?" which they surely will, have a few prepared. Do not ask about the pay rate in the initial interview. Instead ask thoughtful questions about the company itself or the particular job you will be doing.

6. No thank you — When your interview is complete, thank the interviewer for his or her time. You also want to send a thank you note either by postal mail or email.

7. Using social media in a negative way — Many potential employers search the names of their potential employees online. What will come up if your name is searched? If it is anything negative, or inappropriate, you may just kiss the position you applied for goodbye. Take caution when online, including comments you leave on other people's social media pages. While you may have set your Facebook or Twitter accounts to private, the page you are commenting on may not be private. These comments do show up when your name is searched using a search engine.

If you avoid making these mistakes, you will be well on your way to landing that first job.

By Kizzy Preston

Adapted from <http://www.fastweb.com>

¹ Proofread : relire

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