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9 Tips on Creating a Professional Emailed Job Application

By Angela Wu

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With the advent of the Internet, many of us have the opportunity to apply for work through email.

However, just because this is the Internet and email is so fast and convenient, that does NOT mean you should give up professionalism and polish!

FIRST IMPRESSIONS COUNT. I recently looked over a few emailed applications, and let me tell you, it was an eye-opening experience! Here are a few examples of how *not* to do things ...

* One person simply forwarded the job description to the hiring company. There was no explanatory letter, no name (just some garbled email address), no nothing. Why should a company want to hire someone who can't be bothered to make an effort?

* Several people got the name of the hiring party wrong. Some misspelled it, others substituted someone else's name.

* Spelling mistakes, typos, grammatical errors, and formatting problems like you wouldn't believe. One person said that her greatest strength was her attention to 'deta'l' (should have been 'DETAIL'); another said it was his responsibility to 'a tent to customers' ('ATTEND to customers').

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It almost goes without saying that you should always follow the application instructions provided. If you're inquiring or applying for a job – regardless of whether it's online or in the 'real world' – there are certain rules of etiquette that apply:

1. GREET THE PERSON. Don't just barge in and start writing. A simple "Dear ___" is great.

2. CORRECTLY SPELL THE COMPANY NAME AND THAT OF THE HIRING MANAGER. If you don't know how to spell them, take a few seconds and find out.

3. INDICATE WHAT POSITION YOU'RE APPLYING FOR. Be specific; the company may be hiring for more than one job.

4. PROVIDE A BRIEF SUMMARY OF YOUR RELEVANT SKILLS. Keep it short and to the point.

5. CHECK YOUR SPELLING AND GRAMMAR. It takes just a few minutes. If you are not confident about doing this yourself, ask a friend or family member to check it over for you.

6. BE COURTEOUS! Don't make demands. Remember that the **only** thing the hiring manager sees is your email – he or she can't see your facial expressions or body language, so take extra care in the words you select and how you put them together.

7. FORMAT YOUR EMAIL TO 60 CHARACTERS PER LINE. Many email programs automatically 'word-wrap' somewhere between 60 and 70 characters. Add a hard return when you reach 60 characters on a line; this will ensure the company gets a nicely formatted application, just like you intended.

8. TELL THEM HOW TO CONTACT YOU. As the bare minimum, leave your phone number and email address.

9. AND FOR GOODNESS SAKE, TELL THEM YOUR **NAME**. This is so obvious it's painful, yet I've seen dozens of applications there are not signed. End your letter with 'Sincerely', 'Regards' or 'Yours Truly', and then sign your name.

Competition for home based jobs is fierce, and companies can afford to be choosy. Don't give them a reason to pass you by! Professionalism still counts – even on the web.

ABOUT THE AUTHOR: Angela is the editor of Online Business Basics, a practical guide for eBusiness beginners. You can find OBB along with solid home business ideas, freelance and telecommuting job updates, free magazine subscriptions, and much more at eWorkingWomen, <http://www.eworkingwomen.com/join.html>

Top 10 Super Job Interview Tips

By Kathi MacNaughton

Use these interview tips for job hunting success!

It's a tough job market out there today. And getting the job you want requires more than just a killer resume. In other words, you can't just sell yourself on paper. You've also got to be able to do it in person—in a face-to-face job interview.

Here are a few interview tips to help you make a great impression on the person who interviews you.

1. Market your skills and related experience in the field that you are applying for. Be sure to do it in a way that is positive, but not cocky or aggressive.
2. Research the company before your interview. It's a great way to know where you would fit into the organization. It also lets the employer know that you really want to be a part of the company.
3. Prepare answers to common interview questions ahead of time, and practice saying them, so you aren't stumped during the interview.
4. Dress for success, in the manner you would dress for the position you're seeking.
5. Bring a list of your own questions with you in a folder with the company's name on it, so that you don't forget them. You should keep your extra resumes in there too.
6. Be a good listener and focus. Some job seekers talk too much during interviews.
7. Be prepared to describe your weaknesses as strengths. For example, saying that you are overenthusiastic about performing at your best.
8. Make eye contact with your interviewer.
9. Don't volunteer your personal opinions to your interviewer about any subjects unless you are asked.

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10. Try to establish a good rapport with your interviewer. Be casual but professional, and most importantly BE YOURSELF! Take the time to implement these interview tips before your next job hunt. It'll give you a leg up on your competition!

Kathi MacNaughton, a freelance writer and editor, has years of management and recruitment

experience. For tips & advice on writing powerful resumes, see

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Top 10 Super Job Interview Tips
Tips To Apply For A Credit Card.
Your Work and Your Stress
Make your own Computer Software – without Programming!
Graduate School Admissions

Character Counter Software
File Resource Meter Software
Collectible Manager Pro Software
The Ultimate Guide To Acing ANY Job Interview
Time Stretching Tips



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