

Don't Let Your Cell Phone Hang Up On Your Career

by (ARA)

Your cell phone is ringing—if you are job hunting, the person calling may be your future employer. If it is, you have obviously impressed them with your application or stellar resume -- you don't want to ruin your chances by handling the call unprofessionally. Kelly Services has 60 years of experience recruiting and hiring the best qualified candidates for their customers. They contact millions of applicants annually to discuss available job opportunities. How an applicant responds via their cell phone is just as important as having correct grammar, spelling, and punctuation on their resume. “In recent years we have found a majority of applicants list only their cell phone number for direct contact,” said Jocelyn Lincoln, senior director, recruiting and retention for Kelly Services. “However, some applicants are too casual when using their cell phones. Often, recruiters are greeted with voice mail messages that should never be heard by a prospective employer.” If you are one of the estimated 200 million cell phone users in the United States, Kelly Services offers the following tips to ensure your cell phone savvy is a good reflection of your communication skills when you are looking for a job:

- * While the latest trend is to personalize your ringback tone with the hottest music download, usually it does not reflect a professional image. Your friends and family may enjoy listening to your favorite song before you answer, but a prospective employer may not.
- * Select an appropriate voice mail message. Keep it short and include your full name so the prospective employer knows they have reached the correct applicant.
- * If your caller ID shows it is a prospective employer calling, decide if you want to answer the call or let it go into your voice mail. Even though the call is important, it is critical to be in a location that allows you to focus and have clear reception.
- * Call the person back when they can have your full attention. Many employers use the first phone call to screen applicants and conduct telephone interviews so you may be on the phone for a while. If necessary, call them back from a land-line phone. Today's employers look for applicants who have excellent written and verbal communication skills. Your resume is your first impression -- your phone skills are your second. By following these cell phone guidelines, you won't be hanging up on your career.

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