

Want a Job? You Must Do These 4 Things

Posted on July 15, 2013 by Tiana Tozer



With the close of graduation season and a new influx of grads preparing to enter the market, CNBC reports that the ["Job Picture Looks Bleak for 2013 College Graduates."](#) But don't despair there are four simple things you can do to increase your chances of getting hired.

1. Answer your phone. Have a cell phone that you actually answer and return phone calls in a timely manner. Jobs are going quickly. If you don't answer your phone or call back soon, someone else is going to get the job. A good rule of thumb is to respond within 24 hours. It is also important to have a professional voicemail like, "Hi, you've reached Tiana

Tozer, please leave a message and I'll respond as soon as possible." Not, "I don't want to talk to you. I'll call you back if I feel like it."

2. Have a professional email address. Your email address should be something professional like, "tianozer@" not, "partyguy2013@" that you check *at least* daily and that you reply to. When you receive an e-mail regarding an employment opportunity read it thoroughly and follow all the instructions.

3. Email don't text. I get it - you're a millennial, you text. But hiring managers are often baby boomers and Gen Xers who communicate primarily by e-mail. So because they are hiring you, you have to use the technology they are most comfortable with.

4. Show up. It seems so simple, but I make appointments with people all the time to pre-screen them for a competitive employment event, to discuss employment objectives or to plan a job search and sometimes they just don't show up. First they've missed the opportunity to participate in my employment event, but second I'm done with them. They have failed the most basic test - they can't keep an appointment. How can I possibly recommend them to an employer as a viable candidate if they can't even show up?

If you aren't doing these basic things then the next question you need to ask yourself is "Do I really want a job?" For more job search tips read ["Employed in 2013: The Seven Job Search Basics"](#) on [The Savvy Intern](#).

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