

GET THE JOB

Résumés and Social Media

Finding the right job for you can be very difficult especially if you do not have a résumé that reflects you and your work. If you're struggling to put your experience on paper, then here's a few tips to help you.

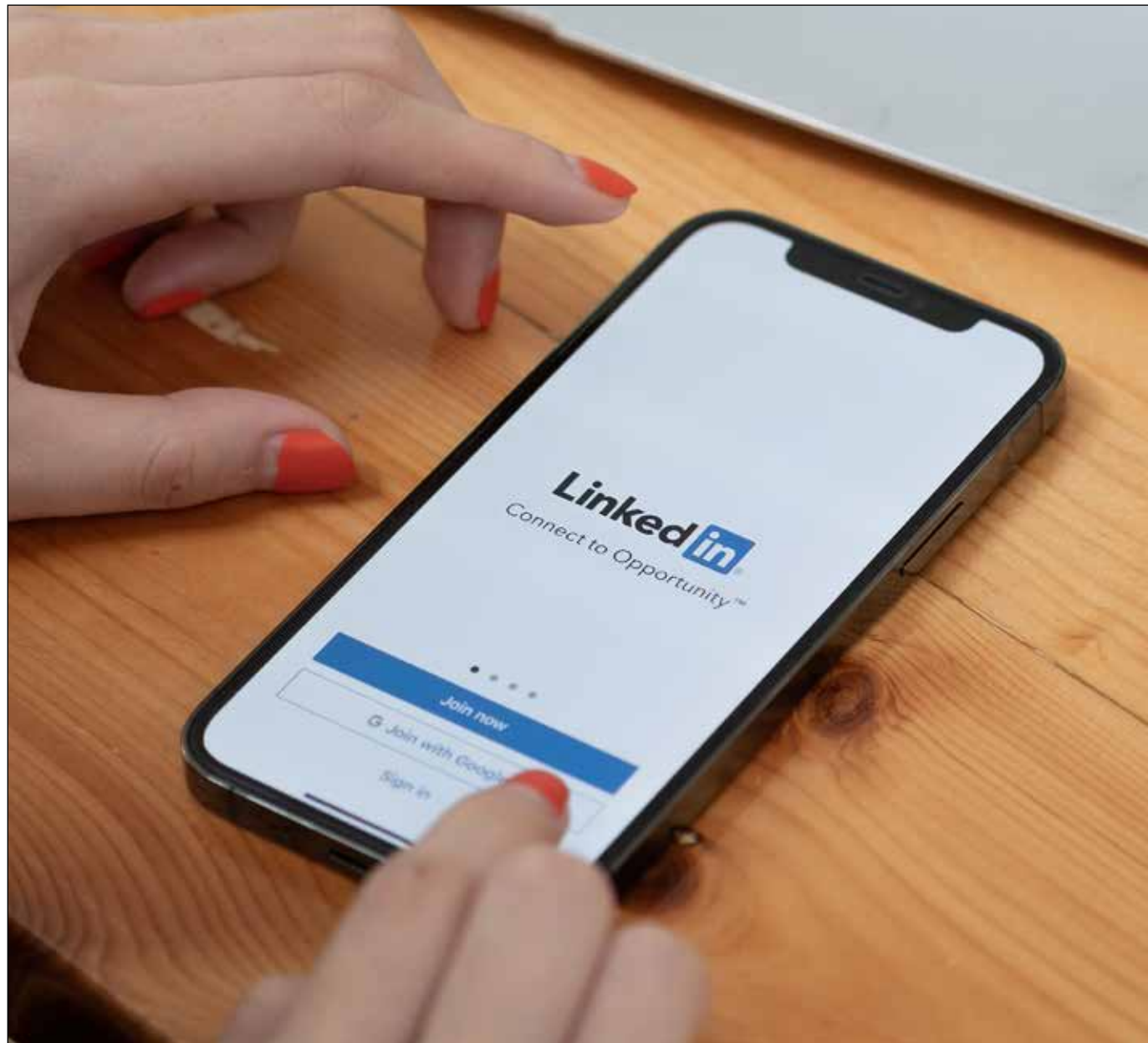
BASIC TIPS

One of the key factors to creating a great résumé for recruiters is making yourself easily reachable. You'd be surprised to find out how many job seekers spend so much time and forget to place good information on how recruiters can reach you.

Your résumé should include basic information such as your name, a good, reliable phone number and an email address you can be reached at.

If you don't have a good cell phone number to be reached at, then place the number of a friend or family member you spend the most of your time with.

Emails can get jumbled and cluttered through all the spam and marketing email you receive a day. It's possi-



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ble you can even miss an email from a potential recruiter because your email is so cluttered. Create a professional work email you can list on your résumé. Leaving it for just work and applications can help ensure you don't lose out on an opportunity.

LINK SOCIAL MEDIA, BE RESPECTFUL

In this age of social media it shouldn't be surprising to know recruiters are checking your socials to see what you are like and the things you post or share. This allows recruiters to see who you are and what you're like before

you even walk in for the interview. That being said, it's important to be wary of what you post and share on social media. You never know who and when someone is looking. Remember to be respectful of others and yourself on social media; if you aren't careful it could mean the dif-

ference between you finding your dream job or not.

Get ahead of recruiters by linking your social URLs onto your résumé. You don't have to link every single social media platform you are on, but you want to make sure you list the most important ones.

Here's a list of the most important social media platforms you want to link.

- Facebook.
- Twitter.
- LinkedIn.

These are the biggest social media platforms and the ones many recruiters are looking at to get a picture of who you are when you apply to a job.

CLEAN UP YOUR SOCIAL MEDIA

Now that we know recruiters are looking at your résumé the next step is clean it up. What do we mean by clean up your résumé? Cleaning up your résumé means taking out all the clutter, pictures or posts that are not safe for work. Social media clutter can be disrespectful pictures, posts or sharing things on social media that recruiters may see as disrespectful or unprofessional.

You want to seem as professional as you can be all the time and you want your résumé and social media to reflect that.