



# Career E-minder

## Do Sweat the Small Stuff

One of the essential components of a resume is your e-mail address. It is one of the ways for potential employers to contact you and often it is used to submit your online application. You may not have thought of it as a reason to be turned down for a job, however, your e-mail address could hurt your career chances. Let's say there are two candidates with equal qualifications applying for the same job. Both have the required skills and education. Both did well in the interview. Now it comes down to one final look at the resume. The employer notices that one candidate has listed her e-mail as drunknsororitychick@hotmail.com while the other candidate listed her e-mail as jsmith@students.uwf.edu. With everything else being equal, who do you think will be hired? Ms. Drunknsororitychick just lost out on a job that she was qualified for because she did not think to use a professional e-mail address. In fact, with an e-mail address like that she was lucky to have even gotten to the interview stage in the application process. A recent MSNBC article stated: "With the increasing use of online screening, an applicant's e-mail address could influence whether a resume gets tossed into the cyber-trash or makes it to human resources."

When it comes to standing out to employers, you do not want it to be in a negative way. If you have ever heard the saying "Don't sweat the small stuff" disregard it when you are writing your resume. Also, make sure when submitting job applications online you use the same professional e-mail address that is on your resume. Every detail is important and those details could make a difference between another day on the job hunt or getting that all important offer for employment.

Article link:

<http://www.msnbc.msn.com/id/18057158/from/ET/>

## Announcements and Events

Thurs 7/19/2007 1:00p

- CoOp/Internship Info Session



## Position of the Week

**Job ID: 545**

**Position: Assistant Childcare Teacher**

**Organization: ARC Gateway**

**Position Type: Part-Time Position**

**Wage: \$7.00 - \$7.50**

**Job Description:** ARC Gateway is an inclusive child care Center. Candidate must have a HS diploma and at least one year of child care experience. Successful candidate must also have a 40 hour child development certificate (or willing to obtain). Part-Time benefits are included. Additional part-time positions and "on call" positions are available.

Candidate must be able to pass drug screen, Florida Dept. of Law Enforcement and FBI background screen and local background screen. Must be CPR certified or willing to become certified.

**How to Apply:** Send application letter and resume to: Discovery Gateway Center, 916 E. Fairfield Dr., Pensacola, FL. You may also email resume and cover letter to [lkomacki@arc-gateway.org](mailto:lkomacki@arc-gateway.org).

**We're under  
construction—  
But we're still OPEN!**

