

5 job-hunting mistakes grads should avoid; Following these simple rules will help you stand out Chicago Sun Times
April 16, 2007 Monday

Chicago Sun Times

April 16, 2007 Monday
Final Edition

5 job-hunting mistakes grads should avoid; Following these simple rules will help you stand out

BYLINE: **Anna Ivey**, Special to The Chicago Sun-Times

SECTION: FINANCIAL; Pg. 52

LENGTH: 463 words

As college graduation approaches, many students are embarking on the job-hunting search -- and making frequent mistakes that can keep them job-hunting for months.

Here are five of the most common mistakes first-time job hunters make:

Parents are too involved. The so-called millennials routinely involve their parents in the smallest details of their lives, even after they graduate from college. Recruiters have come to expect heavy parental involvement in the interviewing, recruiting, and negotiation process of recent college grads.

Recruiters aren't thrilled about it, but they have adapted to that reality. You'll stand out from the pack as exceptionally mature and professional if you keep your parents' advice entirely behind the scenes; recruiters shouldn't experience any direct involvement by your parents.

MySpace mistakes. Do not post anything on publicly accessible Web sites that you wouldn't feel comfortable showing a recruiter. No racy photographs, for example, or rants about a job or professor you hate. Google yourself and see what comes up, because recruiters will see the same results.

Failing to network. You might think you don't know anyone of consequence, but if you sit down and draw up a list of everyone you know (including your friends' parents and your parents' friends), you probably will be impressed at how wide your network is. Let your network know that you're looking for a job, explain what kinds of roles or industries you're most suited for, and make sure to follow through on any leads.

A simple "thank you." When people go out of their way for you in helping you with your job search, make sure to thank them. A short e-mail expressing your gratitude and promising to stay in touch is all you need. Most college grads express poor manners in the job-search process, and being polite is just one more way to stand out from the rest of the crowd.

Bad voicemail greeting. Ninety percent of voicemail greetings I hear when I'm calling recent college grads make a very poor impression. They sound immature and much too casual. Make sure to give your recruiters your cell-phone number (so they can reach you easily), but remember to change your greeting so they don't hear, "Whatsup, this is Greg, leave a message." A better greeting would be: "Hello, you've reached Greg. Please leave me a message." And if the phone rings at a time or in a place that makes it hard to have an important conversation, let the call go to voicemail. Don't talk to a recruiter during, say, a basketball game.

Anna Ivey, former dean of admissions at the University of Chicago Law School, is the author of *The Ivey Guide to Law School Admissions* (Harvest Books, 324 pages, \$14).

"Google yourself and see what comes up, because recruiters will see the same results."

LOAD-DATE: April 16, 2007

5 job-hunting mistakes grads should avoid; Following these simple rules will help you stand out Chicago Sun Times
April 16, 2007 Monday

LANGUAGE: ENGLISH

DOCUMENT-TYPE: Business

PUBLICATION-TYPE: Newspaper

Copyright 2007 Chicago Sun-Times, Inc.
All Rights Reserved