

E-mail Etiquette while applying for a job

You have a well written and elegant looking CV ready for sending through Email for your dream job. Yet, it is enough to go unnoticed, be ignored or simply get deleted, for want of a proper presentation of the same through a covering message.

It is not uncommon, now-a-days to see people using the 'Chat Jargon' in their E-mail messages sent as a covering message to their attached CVs.

Agree with us or not, there are several people like us who share our views and have taken a pique to warn and advice against the blatant misuse of language and polite convention. It is a sad fact that unfortunately, technology has taken the toll of another victim that is the etiquette of communication.

The business community across the globe has finally agreed on an acceptable guideline for professional, polite and polished online communication. Few companies throughout the world have their own Training Programs to train their staff in the usage of Technology, Advanced Management Skills, Inter Personnel Skills, Communication Techniques and Etiquette. But who cares about the millions who freshly graduate from various Colleges and Institutions and on the path of job-hunting.

As a commitment, Service to the Mankind, Shaadmaani.com pleases to give below a few Do's and Don'ts to be observed by our Members and allow success to come to them rather than find their online applications rejected out of hand simply because they did not bother to follow established etiquette.

Consider the following points:

-  Always forward your CV or resume with a covering letter, clearly saying what it is meant for. Nobody will bother if you simply send the attachment without a covering letter or message indicating the purpose.
-  Write the Subject Line, chalking out a meaningful and coherent phrase. Leaving the Subject line blank is obviously an invitation for a finger to hit the <Delete> key.
-  Quote the Reference Number next to the subject line, if you were asked to refer to, for easy identification of the purpose and the relativity of the CV to the job applied.
-  If you are applying for a job, send your application to the intended recipient – one addressee at a time. Do not send to several recipients copying your application and message. People get offended when you disclose their e-mail and other details to someone else.



Be brief in your message because it is only a Covering Letter/message.

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400 Words

Total Words: 1069

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