



Recruiters Don't Have Time for This.

I get the chance to network with many great people with varied experiences, many of whom I connect with on Facebook, LinkedIn etc. It also means that I have more messages than I have time to review. With this in mind, here are some tips that will help make sure your message stands out above the rest for the right reasons. 60% of the e-mails I receive include [more than one](#) of the pitfalls I have listed below.

- 1. Lack of Punctuation and Grammar** – My favorite e-mail today started with this opener: "hi hws yuh doing?" Consider this platform an extension of your resume or cover letter. If you cannot spell or put together a coherent sentence, no one will bother to read it. These are professional networking sites, so I also recommend you use full words (e.g. you vs. u, your vs. ur, da vs the). Use the same level of [professionalism](#) you display at work.
- 2. You Got the Recruiter's Name Wrong** – If you want a response from the recruiter, it would be best if you spelled their name correctly. Today I have seen messages addressed to John and Paul; my name is David. I still respond to these messages, but others may not. Some of these are auto correct or honest typos; you can take steps to [correct the mistake](#).
- 3. You Sent a [Website Form or e-mail](#)**– Put your best foot forward. Spend time putting together an [individualized CV](#) for your recruiter.
- 4. Copying Other Recruiters** – reach out individually. Just like I spend time crafting messages, I only send it to a single individual. At first glance this approach looks like spam, so I do not recommend it.

5. You Told the Recruiter to “Look at my CV.” This is probably the second most common pitfall. Help pique my interest. Take time to write a personalized CV and include your experience and why you are reaching out to me. Please tell me about what you bring to the table and why you are a great candidate. Include a summary in the body of the message. This kind of summary will create the desire to have the recruiter look at your CV. The screening questions I send to you form an integral part of your application. Complete **all the questions!** Do not reply by saying – “Please see my CV for the answers”.

6. "Do you have any jobs?" or "Do you have any __ jobs in (location)?" This is the big one. I get this question about 20 times a day. I even created my own **signature** to direct candidates to the vacancies page on our website. I don't have visibility to all the open jobs at our organization; I only recruit for a small section of the available positions. If I wanted to know if there was a job open in a specific location or for a specific role, I would also go to our website. Your best bet is to visit our website before sending this question.

An e-mail can be an effective tool to get your **recruiter's** attention. The key is to customize your message, write it to your specific audience (or recruiter), and ask for assistance in a humble manner. You'll see greater returns on your job search if you use this strategy.