

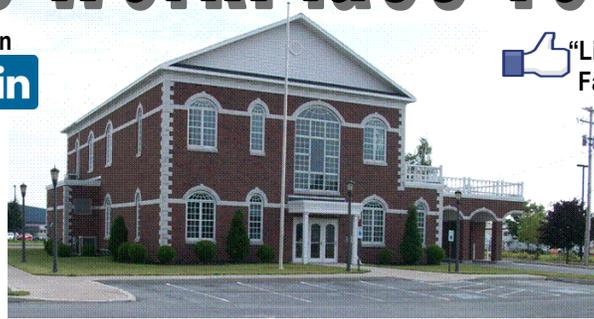
March '16

The WorkPlace Today

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Think Your E-Mail Address Doesn't Matter? Think Again!

by Amber Shiflett, snagajob.com

Have you ever considered your email address to be a factor in your job search? This may sound strange and you may be thinking, "Who cares about my email address? It's not like employers really pay much attention to that stuff." Employers have told us when they see an unprofessional email address it can make all the difference in whether they call you back for an interview or not.

Well, in today's technological world your email address is in many cases your first impression. Having an inappropriate email address like hottiekisses@email.com or TruPlaya4Lfe@email.com is the same as showing up to a job interview in your pajamas, so unprofessional.

Now is the time to make a change to your email address because it really is the very first thing people see when they communicate with you online, even before your name. You don't want to get automatically tossed in the trash because your first impression is IHateWorking@email.com.

Here are a few best practices when it comes to your email address and your job search.

- **Keep it professional:** Avoid email addresses with your nickname, pet's name, hobby or any other personal info besides your name.
- **Keep it simple:** The best email addresses are simple and easy to understand. Avoid using numbers and symbols because these can be confusing since they look similar.
- **Keep it appropriate:** If you're having a hard time finding a suitable combination of your name, don't give up because a professional email address can really help you land the job. Instead, expand your options to include your middle name, initial or a word related to the field you're pursuing.

We recently heard from a job seeker who was surprised to find out that employers weren't getting back to her because her email address looked inappropriate. Even though she followed all of the guidelines above, she was still getting the cold shoulder from employers because of her unique last name. Those of you with interesting last names like Ms. Goodbody, should consider changing your email address to include you last initial or middle name. This will help reassure employers by showing them you're email address is credible.

Creating a new professional email address also shows employers that you are a serious candidate, it's easy and not to mention, free. So take the time and create an email address that you're not embarrassed to share with employers because with so much competition out there, you've got to be sure you do everything you can to land the job. Don't let an inappropriate email address make a negative first impression on employers.

The WorkPlace office hours are Monday - Friday, 8:30 am - 4:30 pm. We are an Equal Opportunity Employer/Program. Auxiliary aids and services are available upon request for individuals with disabilities.



March's Quote:

"The only place success comes before work is in the dictionary."

-Vince Lombardi



Veteran Tip



A new mobile app from the state is meant to digitally connect veterans with information on health care, housing, employment, education programs and other services. The mobile app is available in the Apple and Android app stores by searching "NYS Veterans". The app has a function called "near me" that, when clicked, will show the user the address and contact information for the nearest state Veteran's Affairs office and County Veterans Service Agency.

Spring Word Search

BLOOM	E N I H S N U S U R D V G W S
DAYLIGHT	B I P K C X W K R A X F R X R
FLOWERS	M L T S E N O A Y E G W E O E
GRASS	D B O F H G U L H R W T E K W
GREEN	T K G O N G I S A T K O N V O
NEST	Y N P I M G R S J P L X H K L
SHOWERS	J Q R D H Q S F T C E W J S F
SPRING	P P T T A I U I C D P L I W J
SPROUT	S J C D X B P I O P N D V Y E
SUNSHINE	I Z Q X T Y D P R Q Z L D J Q
THAW	E X M J G J J E N U T K Z Y X
	J Y S Q C S P R O U T I I A P
	D J T E L M L D K B N S O H A
	A L J W R K B G G R M L H S C
	T K U Y M R S D T F E V Z F S

Happy Easter!



Northern New York Fact

From Jeffco.wikispaces.com

The Smith-Ripley House is an Italianate style home located on East Church Street in Adams. The red brick structure was built by Philander Smith in 1854 on part of the original five acre parcel that constituted the original settlement of Adams.

The house passed through several families, including the Smith, Huntington, and Brown families before settling in the Ripley family in 1884. The house remained in the Ripley family for 119 years.



In 2003, Marian Ripley Steele donated the house to the Historical Association of South Jefferson. The society spent the next year renovating the home, and in 2004, opened the Ripley House Museum.



For additional information and updates, check The Greater Watertown - North Country Chamber of Commerce Website.

When: Thursday, April 14
11:00 a.m. to 5:00 p.m.

Where: Bruce M. Wright Memorial
Conference Center
1291 Faichney Drive, Watertown



Workshops

The WorkPlace is pleased to announce the continuance of a series of workshops and assistance. All are free to the public but space is very limited. **Visit us at 1000 Coffeen Street or call 782-9252 (TTY 782-8093) to enroll.**

Resume Writing will be held March 7th and 28th from 1 p.m. to 3:30 p.m. This workshop will cover the basics of resume writing, different types of resumes, and the elements of an effective resume. Participants will complete resume worksheets and there will be computers available to conduct a skills search as well as construct your personal resume in Microsoft Word. If you already have a resume, please bring it to the workshop for

"tweaking." If not, try to bring your work history and a list of skills to help create your resume "from-scratch."

We'll offer the **State and Local Employment** workshop on March 18th from 1:00 p.m. to 2:00 p.m. Learn all about how to locate and apply to civil service and other opportunities with state and local governments.

The **Job Fair Preparation** workshop will be held April 4th and 11th from 1:00 p.m. to 2:30 p.m. Learn about what to expect at a job fair & how to prepare yourself to make the best possible impression with employers.