

Messenger Associates, Inc.

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MAI News:

We've updated the [Resources page](#) on our website to include some fantastic web sites for job seekers, entrepreneurs, and retirement information.

Email Etiquette: Tips for Professional Communication

Email is a critical tool for job seekers. If you use it well, it will add to your credibility. Here are some pointers to help you stand out as you use email to network and contact employers:

- Include your name and a 2-3 word description of the purpose of your email in the subject line.
- Begin with a greeting and use the first sentence to explain why you are writing.
- Keep it short and sweet. Your messages will likely land in the crowded inbox of a busy professional.
- Use bullets to make it easier to read, and get to the point as quickly as possible.
- Set up an email signature to automatically insert your contact information at the end of your outgoing messages.
- Your job search email address should be professional - avoid choosing slang or off-color words as part of the email address.
- Get additional tips at netmanners.com

Consultant's Choice: Book of the Month

Make Your Contacts Count: Networking Know-How for Cash, Clients, and Career Success
(Baber & Waymon, 2002)

Networking is a beneficial life-long skill. This book teaches how to reduce your fear of networking by understanding what networking is and is not, strategies to network and communicate with confidence, and how to uncover the hidden job market.

Just for fun: Most Unusual Jobs

Looking to try something new? Get inspired by [Career](#)

[Builder.com's](#) recently published list of off-the-wall jobs. Somewhere out there, someone is getting ready to go to work as a:

- Hurricane Hunter
- Magician's Assistant
- Parachute Tester
- Video Game Tester
- Zamboni Driver

Hey, you never know!