

## TelTemplates: Laying out your.tel Page if you're a Job Seeker

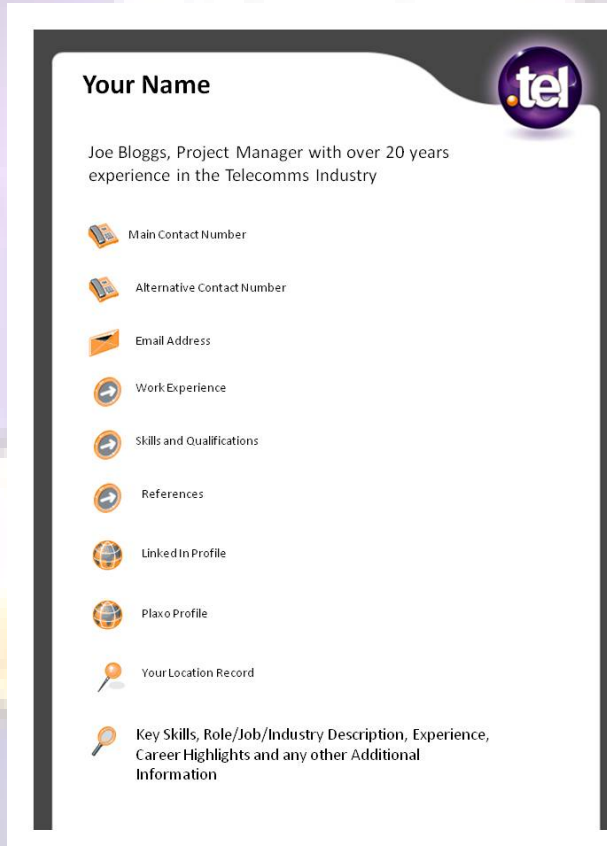
This example template has been put together from our research into how a .tel domain can assist those looking for work. A .tel domain can provide an interactive resume that potential employers won't forget.

*So, what do we recommend?*

**1) Use your Header!** – Use the header to highlight your name and any key skills you have. It may sound obvious, but some people are missing out! In addition to being the first item everyone sees, people browsing on mobile devices will want a succinct description to make absolutely sure they want to click further on contact information and further web links.

**2) Put the most important information first** – Remember, this can be accessed by any device, so which is more important? Your email address or your telephone number? We'd say telephone number. And don't forget, you may have opportunities from abroad, so make sure all phone numbers are accessible from international callers by using the + dialing code.

**3) Stay in touch while on the move** – Are you available on a different number during different parts of the day or week? Never miss an important call. Keep your contact details up to date with profiles so that you are accessible wherever you are. Profiles can be used to switch between main contact numbers quickly and easily even from your mobile device. Using profiles will ensure that you're available when that all important job offer is made.



**4) Make an Impression** – Link to online examples of your work, or an online portfolio. This interactive display will be an impressive display of your many talents to all prospective employers.

**5) It's all about Networking** – Social and Business Networks are an invaluable tool for the Job Seeker. Include any links you have to Linked In, Plaxo, Visual CV or similar sites. Remember also to add your .tel address to these sites so that employers have access to your details at the click of a button.

**6) Promote yourself** – Folders can be used to group the experience and skills which you will be bringing to your new job. You could create folders for "Skills", "Experience", "Awards" and "Qualifications" for example. Each of these folders could provide greater detail and also links if applicable. If they agree, you can also hold contact details for your references in a sub-folder, thus making it as easy as possible for employers to contact them.

**7) Emphasize the Positives** – Although you may be using folders to provide the detail, also make sure that you use the Keywords on the home page to highlight what you feel are your strongest assets. You should also include the kind of job you are seeking in the Keywords as this will increase the chance of employers finding you online. If your name comes up on page 1 when searched for your specialty, you won't be out of a job for long.

**8) Personal Contacts** – Your .tel domain also includes privacy settings, so that some information is only shared with those you allow. Why not include personal contact details for friends and family.

*Do you have any additional suggestions for this TelTemplate? Do you have a .tel template that you think shows an excellent example of how businesses and individuals can get the best out of the .tel domain? Then simply submit the information to [community@telnic.org](mailto:community@telnic.org) and we will see whether we can feature it on our website. Please keep the advice general to the type of business that might benefit, but if you have a specific example you would like us to promote, please feel free to reference this. These templates are for guidance only and may be changed or updated in the future.*